



Council Agenda

Tuesday, October 3, 2023

Closed Session starts at 2:30 p.m. and Open Session begins at 3:00 p.m.

Council Chambers

Pages

1. **Call to Order**
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act**
3. **Motion to Convene into Closed Session**

RESOLUTION:

THAT the Council of the Town of Minto conduct a meeting Closed to the public to consider the following:

- a. Closed Session Minutes of September 5, 2023
- b. Personal matters about an identifiable individual, including employees-Ontario Ombudsman Correspondence

4. **Motion to Convene into Open Session**

RESOLUTION:

THAT Council of the Town of Minto resume into open Council.

5. **Reporting Out of Closed**

RESOLUTION:

THAT Council of the Town of Minto receives the Closed Session report regarding personal matters about an identifiable individuals for information
AND FURTHER THAT Council approves the confidential direction to staff.

6. **Minutes of Previous Meeting**

RESOLUTION:

THAT minutes of the Town of Minto September 5, 2023 Closed Session meeting and September 19, 2023 Regular Council meeting be approved.

- a. Regular Minutes of September 19, 2023 1
- b. Closed Session Minutes of September 5, 2023

7. Resolution Moving Council into Committee of the Whole to Consider Public Meetings, Delegations, Public Question Period, Correspondence, Reports, Motions for Which Notice Has Been Previously Given and Other Business

RESOLUTION:

THAT the Town of Minto Council convenes into Committee of the Whole.

8. Public Meeting

9. Delegations

- a. Mayor's Charity Golf Tournament Cheque Presentation 7
- b. Upper Canada Two Cylinder Club, David Craig and Doug Dann 12
- c. Hospice Wellington, Julie Martin-Jansen 13

10. Public Question Period

11. Correspondence Received for Information or Requiring Direction of Council

RECOMMENDATION:

THAT Council receives the correspondence as information.

- a. Office of the Fire Marshal, Interpretation of s. 6(3) of the Fire Protection and Prevention Act 33
- b. Town of Bracebridge, Time for Change - Municipal Freedom of Information and Protection of Privacy Act 34
- c. Office of the Ombudsman of Ontario, Best Practices for the Town of Minto 36
- d. Crime Stoppers Guelph Wellington Newsletter 40
- e. Saugeen Conservation Authority Minutes of July 20, 2023 41
- f. Town of Midland, 'Catch and Release' Justice in Ontario 48

g. Maitland Valley Conservation Authority, Meeting Minutes of June 21, 2023 and July 19, 2023

h. Seniors' Centre for Excellence, October Newsletter

55

12. Reports of Committees and Town Staff, Matters Tabled and Motions for Which Notice Has Been Previously Given

a. Committee Minutes for Approval

b. Staff Reports

1. CL 2023-010, Human Resources Policy Updates

65

RECOMMENDATION:

THAT Council of the Town of Minto receives report CL 2023-010 regarding Human Resources Policy Updates as information; AND FURTHER THAT Council approves the Employee Business Expense Policy; AND FURTHER THAT Council endorses the implementation of the Bereavement Leave and Paid Time Off policies as written.

2. FIN 2023-014, Section 357 and 358 Applications

90

RECOMMENDATION:

THAT Council of the Town of Minto receives report FIN 2023-014 regarding Section 357 and 358 Applications and that these adjustments be approved.

3. FIN 2023-015, Minutes of Settlement and Assessment Review Report

92

RECOMMENDATION:

THAT Council of the Town of Minto receives report FIN 2023-015 regarding Minutes of Settlement and Assessment Adjustments and that these adjustments be approved.

c. Announcements

13. Motion to Return To Regular Council

RESOLUTION:

THAT the Committee of the Whole convenes into Regular Council.

14. Notices of Motion

15. Resolution Adopting Proceedings of Committee of the Whole

RESOLUTION:

THAT the Council of the Town of Minto ratifies the motions made in the Committee of the Whole.

16. By-laws

- a. 2023-061, Confirmatory

100

RESOLUTION:

THAT By-law 2023-061, To confirm the actions of the Council of the Corporation of the Town of Minto respecting a meeting held October 3, 2023; be read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

17. Adjournment

RESOLUTION:

THAT The Council of the Town of Minto adjourns to meet again at the call of the Mayor.



Council Minutes
Tuesday, September 19, 2023 7:00 p.m.
Council Chambers

Council Present:

Mayor Dave Turton
Deputy Mayor Jean Anderson
Councillor Ron Elliott
Councillor Geoff Gunson
Councillor Ed Podniewicz
Councillor Paul Zimmerman

Council Regrets:

Councillor Judy Dirksen

Staff Present:

Annilene McRobb, Clerk
Mark Potter, Interim CAO - Administration/Deputy Treasurer
Belinda Wick-Graham, Director of Economic and Community Development
Gordon Duff, Treasurer
Mike McIsaac, Roads & Drainage Manager
Quinn Foerter, Deputy Clerk/Coordinator, Legislative & Human Resource Services
Paul Judge, Town Landscape Care Coordinator

1. **Call to Order at 7:00 p.m.**
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act – None.**
3. **Minutes of Previous Meeting**
 - a. Regular Minutes of September 5, 2023

RESOLUTION: 2023-135

Moved By: Councillor Zimmerman; Seconded By: Deputy Mayor Anderson

THAT minutes of the Town of Minto September 5, 2023 Regular Council meeting be approved.

Carried

4. Resolution Moving Council into Committee of the Whole to Consider Public Meetings, Delegations, Public Question Period, Correspondence, Reports, Motions for Which Notice Has Been Previously Given and Other Business

RESOLUTION: 2023-136

Moved By: Councillor Gunson; Seconded By: Councillor Podniewicz

THAT the Town of Minto Council convenes into Committee of the Whole.

Carried

5. Public Meeting – None.

6. Delegations

a. Minto Pride

Braydon Scott and Jessica Rowden presented a slideshow with their request for Minto Pride Banners.

7. Public Question Period

8. Correspondence Received for Information or Requiring Direction of Council

a. Mapleton Seniors Centre for Excellence, Fall Prevention Month Proclamation Request

b. Town of Grimsby, Establishing a Guaranteed Livable Income

c. Maitland Valley Conservation Authority, Update Report

d. Minto Chamber of Commerce, Letter to Westario Power Inc. re: concern regarding Power Outages

Mayor Turton pulled Item 8 a) Mapleton Seniors Centre for Excellence, Fall Prevention Month Proclamation Request for consideration.

MOTION: COW 2023-134

Moved by: Deputy Mayor Anderson; Seconded by: Councillor Zimmerman

WHEREAS, older adults in Canada have been and continue to be valued and important life-long contributors to the advancement of Canadian society;

WHEREAS, older adults are at risk of fatal fall-related injuries as well as non-fatal fall-related injuries that frequently result in disability, chronic pain, loss of independence, and reduced quality of life;

WHEREAS, falls are the leading cause of injury-related deaths and hospitalizations and cost the healthcare system \$9.1 billion (direct costs), resulting in 1.5M emergency department visits, 133,017 hospitalizations, 38,848 disabilities, and 5,249 deaths;

WHEREAS, Fall Prevention Month is an annual call to action campaign that encourages Canadian organizations and individuals to come together to deploy fall prevention efforts each November for a coordinated and larger impact. Everyone has a role to play in creating change to prevent falls and fall-related injuries;

THEREFORE, We, Mayor Turton & Councillors of the Town of Minto, do hereby proclaim November as Fall Prevention Month.

Carried

Councillor Gunson pulled Item 7 d) Minto Chamber of Commerce, Letter to Westario Power Inc. re: concern regarding Power Outages, for discussion.

Mayor Turton noted that Westario is currently looking into the outages citing issues with animals, loose connections, and large trees.

MOTION: COW 2023-135

Moved by: Councillor Gunson; Seconded by: Councillor Podniewicz

THAT Council of the Town of Minto endorse and supports Minto Chamber of Commerce concerns with Power Outages in Harriston.

Carried

MOTION: COW 2023-136

Moved By: Councillor Elliott; Seconded By: Councillor Zimmerman

THAT Council receives the correspondence as information.

Carried

9. Reports of Committees and Town Staff, Matters Tabled and Motions for Which Notice Has Been Previously Given

a. Committee Minutes for Approval

1. Minto Trails Committee Minutes of July 19, 2023

MOTION: COW 2023-137

Moved By: Councillor Gunson; Seconded By: Deputy Mayor Anderson

THAT Council of the Town of Minto receives the Minto Trails Committee Minutes of July 19, 2023 for information and approves any recommendations contained therein.

Carried

b. Staff Reports

1. EC DEV 2023-021 Minto Pride Committee Banner Proposal

MOTION: COW 2023-138

Moved By: Deputy Mayor Anderson; Seconded By: Councillor Podniewicz

THAT Council of the Town of Minto receives report EC DEV 2023-021 regarding the Minto Pride Committee - Banner Proposal; and

THAT Council of the Town of Minto approve the staff proposal outlined in report EC DEV 2023-021.

Carried

Councillor Gunson assumed the Chair.

2. PW 2023-018, Winter Maintenance of Connecting Links Agreement

MOTION: COW 2023-139

Moved By: Councillor Zimmerman; Seconded By: Councillor Elliott

THAT Council of the Town of Minto receives report PW 2023-018 regarding Winter Maintenance of Connecting Links Agreement and considers approving two By-laws in regular session authorizing the Mayor and Clerk of the Town of Minto to sign the Agreements.

Carried

Mayor Turton resumed the Chair.

3. FIN 2023-013, Saugeen Valley Conservation Authority (SVCA) Draft Cost Apportioning Agreement

MOTION: COW 2023-140

Moved By: Councillor Zimmerman; Seconded By: Councillor Gunson

THAT Council of the Town of Minto receives report FIN 2023-013 regarding Saugeen Valley Conservation Authority (SVCA) Draft Cost Apportioning Agreement;

THAT Council of the Town of Minto support and endorse the Draft Cost Apportioning Agreement for SVCA's Category 3 programs and services to meet the Ministry of the Environment, Conservation and Parks regulatory requirements; and

THAT Council of the Town of Minto considers passing a By-law in regular session authorizing the Mayor and Clerk to execute the Cost Apportioning Agreement on behalf of the Town of Minto.

Carried

c. Announcements

Councillor Zimmerman stated the Teviotdale Historical Society Committee have raised enough funds for the project and are still working on a place to construct.

Deputy Mayor Anderson noted that Friday night begins Cultural Days and will be hosting Apples & Astronomy at her property from 6:30-10:30 pm.

Mayor Turton noted that the Harriston-Minto Fall Fair was busy and thanked the volunteers for all their work. Turton stated the National Day for Truth and Reconciliation is Saturday September 30th.

10. Motion to Return To Regular Council

RESOLUTION: 2023-137

**Moved By: Councillor Elliott; Seconded By: Deputy Mayor Anderson
THAT the Committee of the Whole convenes into Regular Council.**

Carried

11. Notices of Motion – None.

12. Resolution Adopting Proceedings of Committee of the Whole

RESOLUTION: 2023-138

**Moved By: Councillor Zimmerman; Seconded By: Councillor Gunson
THAT the Council of the Town of Minto ratifies the motions made in the Committee of the Whole.**

Carried

13. By-laws

a. 2023-049, Municipal Drain 17 Third Reading

RESOLUTION: 2023-139

**Moved By: Councillor Podniewicz; Seconded By: Councillor Elliott
THAT By-law 2023-049 be read a third time and passed in open Council and sealed with the seal of the Corporation.**

Carried

b. 2023-057, Connecting Links Winter Maintenance Agreement Highway 9

- c. 2023-058, Connecting Links Winter Maintenance Agreement Highways 9, 23, and 89
- d. 2023-59, Saugeen Valley Conservation Authority Cost Apportioning Agreement

RESOLUTION: 2023-140

Moved By: Councillor Elliott; Seconded By: Councillor Gunson

THAT By-laws 2023-057, 2023-058 and 2023-059 be read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- e. 2023-060, Confirmatory

RESOLUTION: 2023-141

Moved By: Councillor Podniewicz; Seconded By: Deputy Mayor Anderson

THAT By-law 2023-060, To confirm the actions of the Council of the Corporation of the Town of Minto respecting a meeting held September 19, 2023; be read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

14. Adjournment at 7:43 p.m.

RESOLUTION: 2023-142

Moved By: Deputy Mayor Anderson; Seconded By: Councillor Zimmerman

THAT The Council of the Town of Minto adjourns to meet again at the call of the Mayor.

Carried

Mayor Dave Turton

Clerk Annilene McRobb



2023 Cheque Presentation



The Harriston Skating Club is a non-profit organization that aims to provide opportunities for fun, fitness and achievement for skaters of all ages across Minto.

Harriston Figure Skating Club will be using the funds raised from the golf tournament to purchase additional equipment for the Canskate program and upgrade older equipment and supplies. The remainder will be used to keep costs affordable so our youth can continue to skate!

HARRISTON FIGURE SKATING CLUB

GREY WELLINGTON THEATRE GUILD

The Grey-Wellington Theatre Guild is a non-profit organization that has been in existence since 1974 and next year they will celebrate their 50th anniversary! They will be using the funds to purchase rights, scripts, musical score and production materials for an upcoming musical to celebrate 50 amazing years!



TEVIOTDALE HISTORICAL SOCIETY

The Teviotdale History Group will be using the funds received from the tournament to place an outdoor historical display highlighting six older facilities from 1894. The display will contain Miller's Corners, Teviotdale Truck Stop, SS # 13 Minto School, Club 23 dance hall, Teviotdale Speedway and Teviotdale Community Centre.

PALMERSTON HOMECOMING 2025



The Palmerston Homecoming Committee will be using the funds raised from the golf tournament to book venues and vendors for the upcoming 150th homecoming event that will be occurring in August 2025. It has been many years since Palmerston has had a homecoming event and we can't wait to bring together past and present residents for another incredible event!





Hospice Wellington™

YOUR STORY MATTERS



Ontario 

Charitable Registration #:
12345 5024 RR 0001



YOUR STORY MATTERS

Our Mission, Vision and Values

Our Mission:

To provide and promote hospice palliative care for individuals and their families.

Our Vision:

Hospice Wellington is recognized by our communities for its leadership in meeting the hospice palliative care needs in Guelph and Wellington County.

Our Values:

Dignity, Compassion, Accessibility,
Accountability, Inclusiveness, Collaboration,
Leadership

*We are here for you.
Your story matters.*

Hospice Wellington has
been part of our community
since 1980.

We are committed to
providing excellence in
hospice palliative care for
individuals and their
families.



2023–2025 Strategic Priorities



**Community
Engagement**



**Serving
Wellington
County**



**Investing
in Quality
Care**

Our Mission

To provide and promote hospice palliative care for individuals and their families.

Who do we support?

- Individuals with progressive life-limiting illness (*Palliative Care*)
- Their *Caregivers* and support network
- Anyone living in Guelph & Wellington County seeking support for grief and *Bereavement*

Goals of Palliative Care

To prevent or treat, ***as early as possible***,

- the symptoms of the life-limiting illness/disease
- side effects of its treatment, and
- any related psychological, social, spiritual problems

Hospice Wellington believes that end of life deserves as much beauty, care and respect as the beginning.



What we offer...

our Community Palliative clients

- Palliative Day Program
- 1:1 Supports
- Companionship
 - at bedside
 - writing letters, sharing stories
- conversations to express thoughts, feelings, and one's anticipatory grief
- End of life vigil (in LTC homes)
- Wellness supports

Our Residence Facility



- Ten-bed residence provides hospice palliative care for those who are at the end-of-life.
- Expert and compassionate nursing, (RN, RPN) and personal support 24 hours/day
- Warm, at-home setting, tranquil space for individuals and their families
- A safe and inviting space where equity, diversity, inclusion and justice are experienced.

How we support our caregivers

- Group support (in-person and virtual)
- 1:1 supports along with respite and educational resources
- Advance Care Planning





Our Wellness Supports...

for Palliative clients and Caregivers

- Reiki
- Therapeutic Touch
- [NEW] Caregiver Circle
- Compassion Fatigue supports
- Music & Art Therapy

Grief and Loss

What is grief?

It is the normal and natural response to significant loss of any kind. Grief can affect every part of our lives.

What we offer for our **Bereaved** clients

- One -to-one grief support
- Spousal Loss Groups
- Grief and support workshops (e.g., Coping with the Holidays)
- Wellness Supports
- Mourning Walking Group
- Writing/ journaling workshops
- Pet loss bereavement

COMMUNITY PROGRAMS & SERVICES

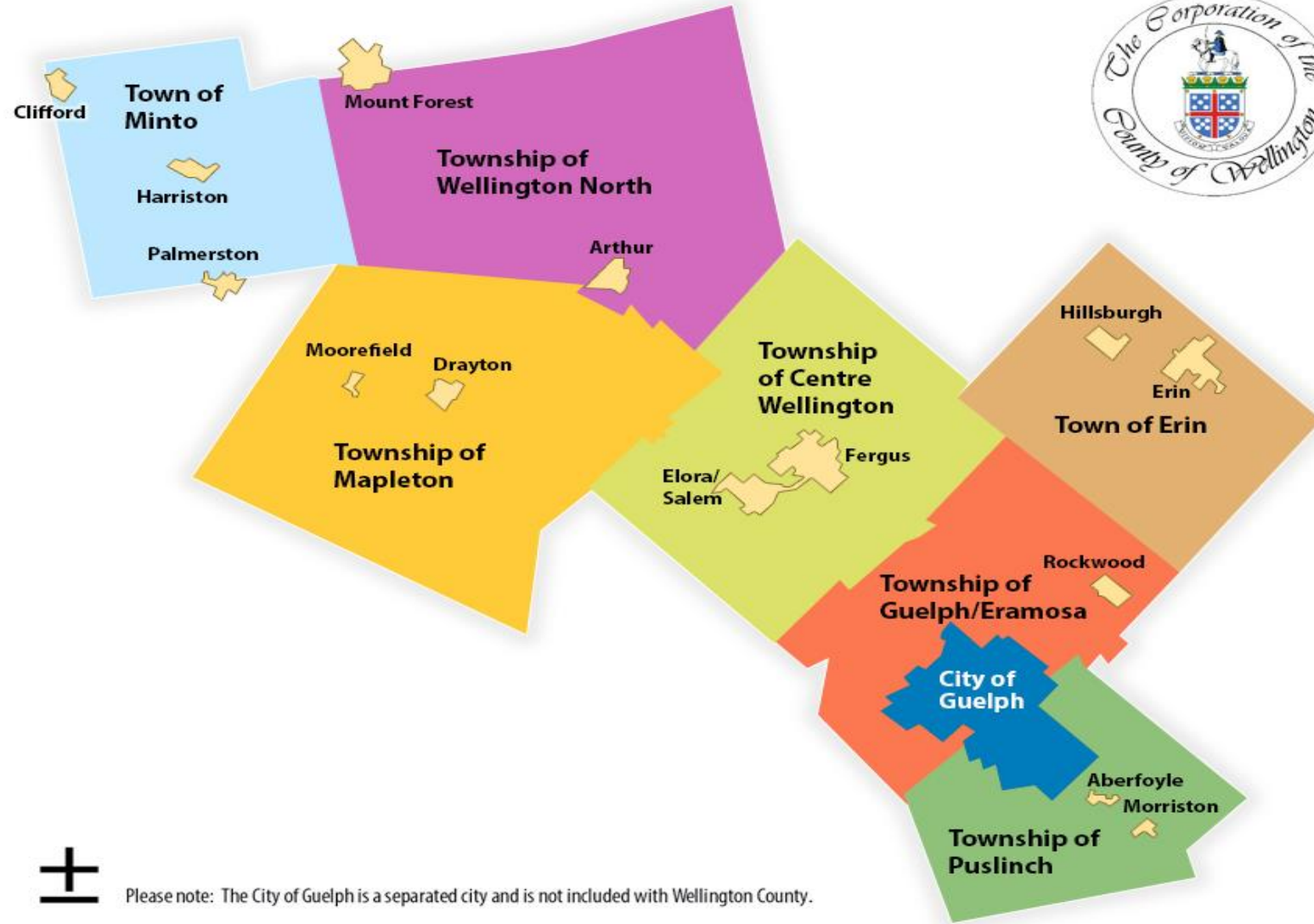
Education and Resources

- Lending Library with a Full-spectrum “Happy Lamp”
- Workbooks, presentations and resources to help you develop goals of care (Advance Care Planning (ACP) Education)
- **[NEW]** Guide for End-of-Life Planning and Support





Expanding our Services



Please note: The City of Guelph is a separated city and is not included with Wellington County.

Growing through RURAL OUTREACH

- In 2021 we created an Advocate Resource Counselor (ARC) role. This position was created as a result of research that Hospice Wellington coordinated for the Rural Wellington area.
- Gaps had been identified in the support offered to palliative clients, their families, and the bereaved in our rural communities
- Hospice Wellington has been fortunate enough to receive an estate donation from Klara and Oscar Bookbinder to assist with this three-year pilot project.



What we are Committed to:

- We build and maintain/sustain strong relationships, collaborations and partnerships with community members, service providers and other organizations
- We provide exceptional care to all Palliative / Caregiver / Bereavement clients in Guelph/Wellington County



Our VOLUNTEERS are the ❤️ of Hospice

- 200 Volunteers
- 33 Hours of specialized hospice training
- Over 17,000 hours of service/year (equivalent to 10 full-time staff)



Hospice Wellington is a Registered Charity

- All programs and services are available to our clients **at NO COST** thanks to the generous support of our community. This includes care in our community programs as well as in our residence facility.
- There is some funding available for Residential Services (for staffing only)



Charitable Registration #:
12345 5024 RR 0001





EVENTS

Every year Hospice Wellington provides opportunities for fund development through events, sponsorships and third parties raising donations.

Some of our annual events are:

- Handbags for Hospice in February
- Hike for Hospice in June
- Sunflower Open in August
- Tree of Remembrance in December



Without the help of our community,
your support and involvement,
Hospice Wellington would not exist.
Thank you for your help in bringing
awareness to Guelph Wellington.

We would love to hear from you.

We can be reached at:

Info@hospicewellington.org

519-836-3921

*To register for any programs or referrals
please call x228*



YOUR STORY MATTERS

Thank you

Julie Martin-Jansen, Advocate Resource Counselor

juliem.jansen@hospicewellington.org



COMMUNIQUÉ

OFFICE OF THE FIRE MARSHAL
BUREAU DU COMMISSAIRE DES INCENDIES

September 6, 2023

No. 2023-09

Interpretation of s. 6(3) of the *Fire Protection and Prevention Act*

The Office of the Fire Marshal (OFM) has received a number of enquiries from the fire service about fire chiefs' roles and responsibilities with respect to reporting to municipal council. In light of these enquiries, the Fire Marshal has determined that it is appropriate to provide an interpretation of Section 6(3) of the [Fire Protection and Prevention Act, 1997](#) (FPPA).

Section 6(1) of the FPPA stipulates that if a fire department is established for the whole or a part of a municipality or for more than one municipality, the council of the municipality or the councils of the municipalities shall appoint a fire chief for the fire department.

Section 6(3) of the FPPA then specifies the relationship between the fire chief and council as follows:

Responsibility to council

6(3) A fire chief is the person who is ultimately responsible to the council of a municipality that appointed him or her for the delivery of fire protection services.

While a municipality may choose to have the fire chief report through an administrative organizational structure, the fire chief remains accountable directly and individually to council for all aspects of fire safety and the delivery of fire protection services within the municipality.

It is also important that any consideration of these matters be risk-based, as communities are required under [O. Reg. 378/18: Community Risk Assessments](#) to use their community risk assessments to inform decisions about the provision of fire protection services by no later than July 1, 2024.

If you have any questions, please speak with your Fire Protection Adviser.

September 15, 2023

Re: Item for Discussion - Item for Discussion – Time for Change - Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

At its meeting of September 13, 2023, the Council of the Corporation of the Town of Bracebridge ratified motion 23-GC-184, regarding the Item for Discussion – Time for Change - Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), as follows:

“WHEREAS the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 (MFIPPA) came into force and effect on January 1, 1991;

AND WHEREAS municipalities, including the Town of Bracebridge, practice and continue to promote open and transparent government operations, actively disseminate information and routinely disclose public documents upon request outside of the MFIPPA process;

AND WHEREAS government operations, public expectations, technologies, and legislation surrounding accountability and transparency have dramatically changed and MFIPPA has not advanced in line with these changes;

AND WHEREAS the creation, storage and utilization of records has changed significantly, and the Clerk of the Municipality is responsible for records and information management programs as prescribed by the Municipal Act, 2001;

AND WHEREAS regulation 823 under MFIPPA continues to reference antiquated technology and does not adequately provide for cost recovery, and these financial shortfalls are borne by the municipal taxpayer;

AND WHEREAS the threshold to establish frivolous and/or vexatious requests is unreasonably high and allows for harassment of staff and members of municipal councils, and unreasonably affects the operations of the municipality;

AND WHEREAS the MFIPPA fails to recognize how multiple requests from an individual, shortage of staff resources or the expense of producing a record due to its size, number, or physical location does not allow for time extensions to deliver requests and unreasonably affects the operations of the municipality;

AND WHEREAS the name of the requestor is not permitted to be disclosed to anyone other than the person processing the access request, and this anonymity is used by requesters to abuse the MFIPPA process and does not align with the spirit of openness and transparency embraced by municipalities;

AND WHEREAS legal professionals use MFIPPA to gain access to information to launch litigation against institutions, where other remedies exist;

1000 Taylor Court
Bracebridge, ON
P1L 1R6 Canada

telephone: (705) 645-5264
corporate services and finance fax: (705) 645-1262
public works fax: (705) 645-7525
planning & development fax: (705) 645-4209

AND WHEREAS there are limited resources to assist administrators or requestors to navigate the legislative process;

AND WHEREAS reform is needed to address societal and technological changes in addition to global privacy concerns and consistency across provincial legislation;

NOW THEREFORE BE IT RESOLVED THAT the Ministry of Public and Business Service Delivery be requested to review MFIPPA, and consider recommendations as follows:

1. That MFIPPA assign the Municipal Clerk, or their designate to be the Head under the Act;
2. That MFIPPA be updated to address current and emerging technologies;
3. That MFIPPA regulate the need for consistent routine disclosure practices across institutions;
4. That the threshold for frivolous and/or vexatious actions be reviewed, and take into consideration the community and available resources in which it is applied;
5. That the threshold for frivolous and/or vexatious also consider the anonymity of requesters, their abusive nature and language in requests to ensure protection from harassment as provided for in the Occupational Health and Safety Act;
6. That the application and scalability of fees be designed to ensure taxpayers are protected from persons abusing the access to information process;
7. That administrative practices implied or required under MFIPPA, including those of the Information and Privacy Commissioner (IPC), be reviewed and modernized;
8. That the integrity of MFIPPA be maintained to protect personal privacy and transparent governments; and
9. And that this resolution be sent to the Premier of Ontario; Minister of Municipal Affairs and Housing; Minister of Public and Business Service Delivery; and Member of Provincial Parliament for Parry Sound-Muskoka; Muskoka and Area Indigenous Leadership Table (MAILT); and all Ontario Municipalities.”

In accordance with Council's direction, I am forwarding you a copy of the resolution for you reference.

Please do not hesitate to contact me if I can provide any additional clarification in this regard.

Yours truly,



Lori McDonald
Director of Corporate Services/Clerk



J. Paul Dubé, Ombudsman

BY EMAIL

Council for the Town of Minto
c/o Annilene McRobb, Clerk, annilene@town.minto.on.ca
5941 Highway 89
Harriston ON, N0G 1Z0

September 20, 2023

Dear Members of Council for the Town of Minto,

Re: Best practices regarding the Town of Minto's Purchasing Policy and Complaint Policies

My Office received a complaint related to the Town of Minto's (the "Town") procurement practices for sole-sourced contracts. The complaint also raised concerns about the Town's processes for responding to complaints from members of the public.

Based on our review of the complaint and further to my staff's discussion with the Town's Interim Chief Administrative Officer/Deputy Treasurer (the "Interim CAO") on September 20, 2023, I am writing to share best practices for the Town's consideration.

Role of the Ombudsman

The Ontario Ombudsman is appointed under the *Ombudsman Act* as an Officer of the Legislative Assembly of Ontario, and is independent of political parties and government administrators. Our Office has the authority to conduct impartial reviews and investigations into the administrative conduct of municipalities, provincial government organizations, school boards, publicly funded universities, as well as services provided by children's aid societies and residential licensees, and services provided in French under the *French Language Services Act*.

My role, with respect to municipalities, is to review and investigate complaints about municipal government administration. When problems are identified, my Office may make recommendations or best practices to a municipality to improve its processes, as well as to strengthen local governance and accountability.

The Town's purchasing by-law

483 Bay Street, 10th Floor, South Tower / 483, rue Bay, 10^e étage, Tour sud
Toronto, ON M5G 2C9

Tel./Tél. : 416-586-3300 Facsimile/Télécopieur : 416-586-3485 TTY/ATS : 1-866-411-4211

www.ombudsman.on.ca

Facebook : facebook.com/OntarioOmbudsman Twitter : twitter.com/Ont_Ombudsman YouTube : youtube.com/OntarioOmbudsman



The individual who came to my Office raised concerns that the Town's purchasing by-law¹ does not prohibit awarding sole-sourced contracts to family members of Town personnel or a specific vendor on a regular basis.

The purchasing by-law applies to procurement of goods and services by the Town. The purchasing by-law permits procurement through non-competitive processes, using a sole-sourced contract, subject to guidelines. A sole-sourced contract may only be used where the value of the goods and services is under \$10,000. A sole-sourced contract does not require council approval, but does require the approval of the Chief Administrative Officer, the Clerk or the Treasurer or designate.² The purchasing by-law prohibits sole-sourced contracts to any Town employee or member of council where it would be considered a violation of the code of conduct, or a violation of any policies regarding fiscal accountability and transparency, applicable conflict of interest legislation, or any other similar rules or requirements in place to ensure fair procurement policies.³ This prohibition does not extend to family members of Town employees or council members.

The Interim CAO told my Office that in 2021, the Town initiated a review of its existing procurement processes after it received a complaint that multiple sole-sourced contracts were awarded to a single vendor. The review resulted in recommendations to improve and strengthen the Town's practices, including prohibiting procurement of goods or services from a member of council or employee of the Town or any associate or family member of a member of council or employee of the Town. We were told by the Interim CAO that the Town is currently preparing an update to the purchasing by-law that will incorporate the recommendations. Staff will bring the proposed updates to council in late 2023 or early 2024.

As a best practice, I encourage the Town to consider limiting the number of sole-sourced contracts that may be awarded to a specific vendor. Currently, the purchasing by-law does not include a limit, which may result a disproportionate number of contracts awarded to one vendor. While there is a \$10,000 threshold for single projects that are sole sourced, this may be far exceeded if the same vendor is awarded back-to-back contracts. I encourage the Town

¹ Town of Minto, By-Law 2017-63, A By-law to Establish Policies and Procedures Respecting the Procurement of Goods and Services for the Town of Minto

² Section 8.1

³ Section 8.2

483 Bay Street, 10th Floor, South Tower / 483, rue Bay, 10^e étage, Tour sud
Toronto, ON M5G 2C9

Tel./Tél. : 416-586-3300 Facsimile/Télécopieur : 416-586-3485 TTY/ATS : 1-866-411-4211

www.ombudsman.on.ca

Facebook : facebook.com/OntarioOmbudsman Twitter : twitter.com/Ont_Ombudsman YouTube : youtube.com/OntarioOmbudsman



address this matter when it updates its purchasing by-law. The Town should also consider offering training sessions for staff on any updates to the purchasing by-law.

The Town’s complaint policies and code of conduct

As part of my Office’s review of the complaint, we also reviewed the Town’s procedures for complaints from members of the public. We were told by the Interim CAO that general complaints about the Town’s administrative processes can be made through the Town’s “Code of Conduct, Accountability and Transparency and Fiscal Accountability Policy”.⁴ The policy states that it applies to all complaints made about the Town, including code of conduct complaints about members of council or local boards.⁵

Every municipality should have a clear process to respond to public complaints. General complaint resolution should be distinct from complaints about the conduct of council members or local board members, which should be referred to the appointed integrity commissioner. The ethical rules governing members of council and local boards are different from the rules and procedures applicable to the Town’s administration. Combining the public complaints procedure with the code of conduct complaints procedure leads to confusion about the applicable rules, the complaint processes, and the types of resolution that may be available.

As a best practice, I encourage the Town to review the “Code of Conduct, Accountability and Transparency and Fiscal Accountability Policy” and create a process to respond to general public complaints that is separate from the code of conduct complaints process. My Office has produced a tip sheet detailing the steps and best practices for creating a municipal complaint resolution procedure – available on our website

(<https://www.ombudsman.on.ca/resources/brochures-and-posters/municipal-resources>).

The “Code of Conduct, Accountability and Transparency and Fiscal Accountability Policy” refers complaints about members of council and local boards to the Mayor and Deputy Mayor, rather than the Town’s integrity commissioner. The *Municipal Act, 2001* provides that the function of municipal integrity commissioners include conducting investigations into complaints that a member of council or local board has contravened a code of conduct or the *Municipal Conflict of Interest Act*. The Town’s Mayor and Deputy Mayor do not have authority to respond to these types of complaints. The Town’s website does not contain information about how a

⁴ Town of Minto, Policy 1.2 Code of Conduct, Accountability and Transparency and Fiscal Accountability

⁵ Section 6

483 Bay Street, 10th Floor, South Tower / 483, rue Bay, 10^e étage, Tour sud
Toronto, ON M5G 2C9

Tel./Tél. : 416-586-3300 Facsimile/Télécopieur : 416-586-3485 TTY/ATS : 1-866-411-4211

www.ombudsman.on.ca

Facebook : facebook.com/OntarioOmbudsman Twitter : twitter.com/Ont_Ombudsman YouTube : youtube.com/OntarioOmbudsman



member of the public can file a complaint with the Town's integrity commissioner. As a best practice, I encourage the Town to update its code of conduct complaint process and website with clear information on how to make a complaint directly to the appointed integrity commissioner.

My Office has prepared best practice resources for municipalities and integrity commissioners based on our experience reviewing complaints in this area since 2016. The guides include best practices for creating a code of conduct and inquiry protocol, and for appointing an integrity commissioner. These guides are available on the [Municipal Resources](#) page of our website. I encourage you to share them with council members, municipal staff, and your appointed integrity commissioner.

Conclusion

I appreciate the time taken by Town staff to discuss these best practices with my Office. I hope this information will assist council and staff for the Town and I urge council to consider implementing the best practices I have highlighted in this letter. I ask that this letter be added to the next council agenda.

Please contact Lauren Chee-Hing, Legal Counsel, by phone at (416) 646-8008 or by email at lchee-hing@ombudsman.on.ca if you require additional information.

Sincerely,



Paul Dubé
Ontario Ombudsman

cc: Mark Potter, Interim Chief Administrative Officer/Deputy Treasurer

483 Bay Street, 10th Floor, South Tower / 483, rue Bay, 10^e étage, Tour sud
Toronto, ON M5G 2C9

Tel./Tél. : 416-586-3300 Facsimile/Télécopieur : 416-586-3485 TTY/ATS : 1-866-411-4211

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FALL 2023

CRIME  STOPPERS
GUELPH WELLINGTON
1-800-222-TIPS (8477)
www.csgw.tips

CSGW NEWS

CSGW SHREDDING EVENT-GUELPH

If you missed our event in Mount Forest, don't worry...we are having a second event in Guelph on Saturday September 30th—from 9am-1pm at the property of Skyjack, 201 Woodlawn Road W.



CRIME  STOPPERS
GUELPH WELLINGTON
1-800-222-TIPS (8477)
www.csgw.tips

SHREDDING EVENT

SATURDAY SEPTEMBER 30
9am - 1pm

201 Woodlawn Rd., W.
GUELPH

Mobile shredding services by:



\$10
per box

ALL PROCEEDS GO TO CSGW

Hosted & Supported by:



SKYJACK
simply reliable

[Click here to see what CAN and CANNOT be shredded](#)

Same set up—drive through operation and our volunteers will unload your paper shredded materials from your vehicle. Cash, debit and credit is accepted. \$10 per box.

COUNTY OPP PROPERTY AUCTION

This will be the second year the auction will be offered online due to its great success last year!

Online Auction opens at 8pm on Thursday, October 19 and closes Wednesday, October 25 @ 6pm.

To participate, create a profile at:
www.parrauctions.hibid.com

CSGW ROAD SIGNS

2023 marks the launch of our newly designed community road sign campaign. The signs are a departure from the previous design and you can now see some of them for yourselves: In Guelph we have the following sponsors: **Brad Barbour Cooperators; Servpro; Desjardins-Agent Brant Hobbin; and Desjardins-Agent Joe Migliaccio.**

This is a great opportunity to show your support for your community and we still have 4 locations in Guelph available! [Contact us: info@csgw.tips](mailto:info@csgw.tips)

NO ROOM FOR HATE

In partnership with Victim Services Wellington and Wellington County OPP, CSGW has launched a new campaign “No Room For Hate”, which focuses on increasing awareness of this crime locally.



Messaging will be delivered through our online presence, radio and print advertising and a special one day event is planned for November. Book your free presentation at www.csgw.tips and follow us on social media for updates.



Program STATS

Since inception from 1988 through August 2023

Tips.....	23,561
Arrests	1,610
Charges Laid.....	4,602
Property Recovered.....	\$10,645,769
Narcotics Seized	\$29,086,034
Authorized Rewards.....	\$187,480



Saugeen Valley Conservation Authority

Minutes – Board of Directors

Date: Thursday July 20, 2023, 1:00 p.m.
Location: Administration Office, Formosa, ON
Chair: Barbara Dobreen
Members present: Paul Allen, Larry Allison, Kevin Eccles, Bud Halpin, Tom Hutchinson, Steve McCabe, Greg McLean, Dave Myette, Mike Niesen, Sue Paterson, Moiken Penner, Jennifer Prenger, Bill Stewart, Peter Whitten
Staff present: Erik Downing, Nicole Gibson, Janice Hagan, Donna Lacey, Elise MacLeod, Laura Molson, Ashley Richards, Brandi Walter

Chair Barbara Dobreen called the meeting to order at 1:03 p.m.

1. Land Acknowledgement

The Land Acknowledgement was read by Bud Halpin:

We begin our meeting today by respectfully acknowledging the Anishinaabeg Nation, the Haudensaunee, the Neutral, and the Petun peoples as the traditional keepers of this land. We are committed to moving forward in the spirit of reconciliation with First Nations, Métis, and Inuit peoples.

2. Adoption of Agenda

Motion #G23-62

Moved by Bill Stewart

Seconded by Paul Allen

THAT the agenda for the Saugeen Valley Conservation Authority meeting, July 20, 2023, be adopted as circulated.

Carried

3. Closed Session – to discuss matters related to identifiable individuals.

Motion #G23-63

Moved by Greg McLean

Seconded by Moiken Penner

THAT the Authority move into Closed Session, In Camera to discuss matters related to personal matters about identifiable individual(s); and further

THAT Laura Molson and Janice Hagan remain in the meeting.

Carried

Motion #G23-66

Moved by Moiken Penner

Seconded by Dave Myette

THAT the Authority adjourn from Closed Session, In-Camera, and rise and report.

Carried

Chair Dobreen reported that only the items pertaining to personal matters about identifiable individuals were discussed in the Closed Session and that staff were given direction. The following motion carried in open session:

Motion #G23-67

Moved by Bill Stewart

Seconded by Sue Paterson

That Erik Downing be appointed Acting General Manager/Secretary-Treasurer effective July 12, 2023; and that staff proceed as directed in the Closed Session; and further

THAT the Executive Committee be the liaison with management to provide direction to interim staff as required.

Carried

4. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest relative to any item on the agenda.

5. Adoption of Authority meeting minutes – May 18, 2023

Motion #G23-68

Moved by Greg McLean

Seconded by Larry Allison

THAT the minutes of the Saugeen Valley Conservation Authority meeting, May 18, 2023, be adopted as presented.

Carried

6. Reports for information

6.1 2023 Workplan update

There was no discussion.

6.2 Finance Report

There was no discussion.

6.3 Program Report

There was no discussion.

6.4 Approved Committee minutes

- 6.4.1 Executive Committee – April 6, 2023
- 6.4.2 Executive Committee – May 4, 2023
- 6.4.3 Water Resources Committee – May 4, 2023
- 6.4.4 Water Resources Committee – June 5, 2023

There was no discussion.

6.5 News Articles for Members' information

There was no discussion.

6.6 Correspondence

There was no discussion.

Steve McCabe joined the meeting at 1:36 p.m.

7. Matters arising from the minutes

7.1 SVCA Category 3 Programs and Services

The deadline for negotiation and finalization of agreements for Category 3 Programs and Services is January 1, 2024, and some SVCA watershed municipalities have yet to respond to requests for discussion. Due to the complexity and challenges of the agreements, staff recommend that an extension to the deadline be submitted to the Ministry of Natural Resources and Forestry. It was noted that the non-mandatory programs and services will not increase the municipal general levy but rather funds will be collected via the cost apportioning agreements.

Motion #G23-69

Moved by Bill Stewart

Seconded by Peter Whitten

THAT Saugeen Conservation Valley Conservation Authority Board of Directors direct staff to commence negotiations with its watershed municipal councils pertaining to the Category 3 Cost Apportioning Agreements; and

THAT the Board of Directors grant staff the authority to request an extension from the Ministry of Natural Resources and Forestry to the January 1, 2024, deadline; and further

THAT the Board of Directors directs staff to bring back a Stewardship Business Case to the October 19th, 2023 meeting, along with an estimated budget.

Carried

7.2 Federal Hazard Identification and Mapping Program (FHIMP) – Budget allocation

Staff are seeking approval to amend the approved FHIMP budget for the three flood hazard mapping projects already awarded as opportunities to include additional modelling and more

in-depth analysis of flood spill areas has been recognized. After discussion the following resolution carried:

Motion #G23-70

Moved by Bill Stewart

Seconded by Paul Allen

THAT the FHIMP Durham Creek flood hazard mapping project budget be approved up to \$50,000 plus HST; and further

THAT the FHIMP Town of Saugeen Shores flood hazard mapping project budget be approved up to \$80,000 plus HST.

Carried

8. New Business

8.1 Water Resources – Proposed Staffing Plan

Staff have identified a significant need for staffing resources in the three main programs of the Water Resources department, including a Field Assistant (full time, summer student), a Water and Erosion Infrastructure Technician (modification of existing contract position) and a Water Field Services Coordinator (full-time, three-year contract). It was noted that if these positions are not approved, then funding will be needed to outsource the activities.

Motion #G23-71

Moved by Peter Whitten

Seconded by Moiken Penner

THAT the proposed Water Resources staffing plan be endorsed and incorporated into the 2024 SVCA budget.

Carried

8.2 NWMO – Year Three Scope of Work negotiation

SVCA is completing the Year Two scope of work for NWMO and recommend a continuance of the program for Year 3, as a more in-depth understanding of water quality benefits the conservation authority and expanding our knowledge of nutrient runoff and sediment quality in the Teeswater sub watershed. The program is completely funded by NWMO and accordingly there are no costs to the Authority.

Motion #G23-72

Moved by Larry Allison

Seconded by Paul Allen

WHEREAS Saugeen Valley Conservation Authority entered into a Service Level Agreement to complete years one and two of the NWMO's Environmental Media Baseline Monitoring (EMBP) Program (water quality and hydrology components);

BE IT RESOLVED THAT SVCA staff are directed to enter into a renewed scope of work for NWMO EMBP Year 3, January to December 2024; and further

THAT staff are authorized to hire the necessary staff to carry out the work, as specified in the renewed scope of work, provided that no costs are borne by the Authority.

Carried

8.3 Permits issued for endorsement

Permits issued by SVCA staff are endorsed by the Board of Directors. There was no discussion on the staff report.

Motion #G23-73

Moved by Bill Stewart

Seconded by Jennifer Prenger

THAT the Development, Interference with Wetlands and Alterations to Shorelines and Watercourse applications (23-084 - 23-179, save 23-158, 23-150), pursuant to Ontario Regulation 169/06, as approved by staff, be endorsed.

Carried

Tom Hutchinson joined the meeting at 2:25 p.m.

8.4 Section 28 Permit Application: Proposed Southampton Seniors Care Facility

Brandi Walter presented Staff Report #8.4. SVCA had issued a permit for the renovation and expansion of the Southampton Seniors Care Facility in March 2018. The permit expired in 2020 without any construction taking place during that time and resubmission of the application was necessary. The amount of work is anticipated to go beyond the 24-month time, and a 60-month permit is requested. Staff are satisfied that the conditions for floodproofing will be met and that there will be no impact on flood elevations on adjacent properties, therefore recommend that the permit be approved with conditions. After discussion the following motion carried:

Motion #G23-74

Moved by Paul Allen

Seconded by Bud Halpin

THAT the SVCA Board of Directors approve permit application number 23-126 for reconstruction of the Southampton Seniors Care Centre, including construction of a new building, and to carry out associated excavation, filling, and grading in the one-zone regulatory floodplain; and

THAT the SVCA Board of Directors approve permit application 23-126 with conditions noted on Schedule 2 of the attached draft permit; and

FURTHER THAT the Board of Directors approve permit application number 23-126 for a validity period of 60 months.

Carried

8.5 Agricultural Advisory Committee – Member appointment

Motion #G23-75

Moved by Steve McCabe

Seconded by Tom Hutchinson

THAT Adam Dales be appointed to the Saugeen Valley Conservation Authority Agricultural Advisory Committee for the 2023 calendar year.

Carried

8.6 Terms of Reference Approval – Agricultural Advisory Committee

Motion #G23-76

Moved by Bud Halpin

Seconded by Bill Stewart

THAT the proposed Terms of Reference for the Agricultural Advisory Committee be endorsed.

Carried

9. Closed Session – to discuss matters related to litigation or potential litigation affecting the Authority, advice that is subject to solicitor-client privilege, and personal matters about an identifiable individual.

Motion #G23-77

Moved by Greg McLean

Seconded by Bill Stewart

THAT the Authority move to Closed Session In Camera to discuss matters related to litigation or potential litigation affecting or may affect the Authority, including a proposed or pending acquisition or disposition of land by the Authority and to discuss personal matters regarding identifiable individual(s); and further

THAT Laura Molson, Erik Downing, Elise MacLeod, Madeline McFadden, and Janice Hagan remain in the meeting as required.

Carried

Motion #G23-82

Moved by Sue Paterson

Seconded by Bill Stewart

THAT the Board of Directors adjourn from Closed Session, In Camera, and rise and report.

Carried

Chair Dobreen reported that only the items pertaining to the reasons for the Closed Session were discussed. Report 5.1 – Varney Pond update was removed from the Closed session for discussion in the open session.

Elise MacLeod presented an update on the closure of the Varney Pond and noted that staff are waiting for a response from both the Ministry of Transportation (MTO) and the Department of

Fisheries and Oceans (DFO) to comment on operational procedures. SVCA has received a DRAFT assessment from D.M. Wills after an inspection of the water and erosion infrastructure which identified potential safety concerns. Key recommendations include undertaking a Public Safety Risk Assessment and refraining from filling the pond until appropriate permissions have been granted from relevant agencies, including DFO, MNRF, MECP.

Motion #G23-83

Moved by Jennifer Prenger

Seconded by Moiken Penner

THAT the Varney Pond Update –Infrastructure Inspection report be received for information;
and

THAT the agenda be amended to reflect Report 5.1 being removed from the Closed Session.

Carried

10. Adjournment

There being no further business, the meeting adjourned at 3:51 p.m. on the motion of Greg McLean and Moiken Penner.

Barbara Dobreen
Chair

Janice Hagan
Recording Secretary

THE CORPORATION OF THE
TOWN OF MIDLAND

575 Dominion Avenue
Midland, ON L4R 1R2
Phone: 705-526-4275
Fax: 705-526-9971
info@midland.ca



September 8, 2023

The Senate of Canada
Ottawa, ON
K1A 0A4

Via Email: sencom@sen.parl.gc.ca

Premier Doug Ford
Legislative Building
Queen's Park
Toronto ON
M7A 1A1

Via Email: premier@ontario.ca

Dear Premier Ford:

Re: "Catch and Release" Justice is Ontario

At its September 6, 2023, Regular Council Meeting with Closed Session the Council for the Town of Midland passed the following Resolution:

That the Town of Midland send a letter to the Federal and Provincial Governments requesting meaningful improvements to the current state of "catch and release" justice in the Ontario legal system. Police Services across Ontario are exhausting precious time and resources having to manage the repeated arrests of the same offenders, which in turn, is impacting their morale, and ultimately law-abiding citizens who are paying the often significant financial and emotional toll of this broken system; and

That this resolution be sent to other Municipalities throughout Ontario for their endorsement consideration.

Thank you.

Yours very
truly,

THE CORPORATION OF THE TOWN OF MIDLAND

Sherri Edgar

Sherri Edgar, AMCT
Municipal Clerk
Ext. 2210

Membership Meeting #7-2023

June 21, 2023

Members Present: Alison Lobb, Andrew Fournier, Ed McGugan,
Alvin McLellan, Matt Duncan, Anita van Hittersum,
Sharen Zinn, Megan Gibson, Myles Murdock,
Evan Hickey

Members Absent: Ed Podniewicz,

Staff Present: Phil Beard, General Manager-Secretary-Treasurer
Stewart Lockie, Conservation Areas Coordinator
Jayne Thompson, Communications-IT-GIS Coordinator

Others Present: Collette Isacc and Dave Stinson, Incite Planning

1. Call to Order

Chair Duncan welcomed everyone and called the meeting to order at 7:00p.m. and reviewed the meeting objectives.

2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

3. Minutes

The minutes from the Maitland Valley Conservation Authority (MVCA) General Membership Meeting #6-2023 held on May 17, 2023 have been circulated for information and approval. The Members agreed with the minutes and the following motion was made.

Motion FA #53-23

Moved by: Alison Lobb

Seconded by: Alvin McLellan

THAT the minutes from the General Membership Meeting #6-2023 held on May 17, 2023 be approved.
(carried)

4. Information Session: First Nations/Meti Engagement: Collette Isacc & Dave Stinson, Incite Planning

Collette Isacc and Dave Stinson of Incite Planning made a presentation to the members on First Nations/Meti Engagement.

5. Presentation: 2023 Work Plan Highlights January-June: Jayne Thompson, CommunicationsGIS-IT Coordinator

Jayne Thompson made a presentation to the members on the 2023 work plan highlights from January to June of this year.

6. Business Requiring Decision and or Direction:

- a) 2023 Work Plan Highlights, Proposed Newsletter, Council Presentations: Report #34-2023

Phil Beard presented Report #34-2023 to the members and the following motion was made:

Motion FA #54-23

Moved by: Evan Hickey

Seconded by: Alison Lobb

THAT the newsletter and council presentations be developed based upon the feedback received from the members.

(carried)

- b) Healthy Watersheds, Healthy People, Healthy Wildlife Approach: Report #35-2023

Report #35-23 was presented and the following motion was made:

Motion FA #55-23

Moved by: Sharen Zinn

Seconded by: Myles Murdock

THAT staff continue to develop the one health approach as outlined in report #35-2023.
(carried)

- c) Awarding of Contract to Decommission Buildings - Wawanosh Valley Conservation Area: Report #36-2023

Report #36-23 was presented and the following motion was made:

Motion FA #56-23

Moved by: Alison Lobb

Seconded by: Myles Murdock

THAT the Members approve the tender price of \$ 11,440.00 (plus HST) submitted by C&R Barn Removal and Salvage Company for demolition services as specified in RFP MC#23-03-CA at Wawanosh Valley Conservation Area.
(carried)

- d) Joint Health and Safety Committee Recommendation: Report #37-2023

Report #37-23 was presented and the following motion was made:

Motion FA #57-23

Moved by: Sharen Zinn

Seconded by: Megan Gibson

That Section 2.3 of MVCA's Occupational Health and Safety Manual be amended as outlined in Report 37-2023.
(carried)

7. Chair and Members Report:

None

8. Consent Agenda:

The following item was circulated to the Members for their information.

- a) Revenue-Expenditure Reports for April: Report #38-2023
- b) Budget Update Report: January 1-May 31, 2023: Report #39-2023
- c) Carbon Footprint Initiative May 24th Meeting: Report #40-2023

Megan declared a pecuniary interest with respect to report #38-23, cheque #24598.

The following motion was made:

Motion FA #58-23

Moved by: Anita van Hittersum

Seconded by: Alvin McLellan

THAT Report #38-23 to Report #40-23 along with their respective recommended motions as outlined in the Consent Agenda be approved.
(carried)

9. Correspondence: Lake Health Begins Inland: Story in June issue of Rural Voice

The correspondence was presented to the members for their information

10. Adjournment: Next meeting: June 21, 2023, at 7:00 pm.

Motion FA #59-23

Moved by: Megan Gibson

Seconded by: Ed McGugan

THAT the Members Meeting be adjourned at 8:37 pm.



Matt Duncan
Chair

Phil Beard
General Manager / Secretary-Treasure

Membership Meeting #8-2023

July 19, 2023

Members Present: Andrew Fournier, Ed McGugan, Alvin McLellan, Matt Duncan, Anita van Hittersum, Sharen Zinn, Megan Gibson, Myles Murdock, Ed Podniewicz

Members Absent: Alison Lobb, Evan Hickey

Staff Present: Phil Beard, General Manager-Secretary-Treasurer
Stewart Lockie, Conservation Areas Coordinator
Sarah Gunnewiek, Water Resources Engineer

Others Present: Cory Bilyea, Midwestern Newspapers Ltd.

1. Call to Order

Chair Duncan welcomed everyone and called the meeting to order at 7:00 p.m. and reviewed the meeting objectives.

2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

3. Closed Session: Property Matter

The following staff were included in the closed session, Phil Beard, GM-ST; Stewart Lockie, Conservation Areas Coordinator; Sarah Gunnewiek, Water Resources Engineer.

Motion FA #60-23

Moved by: Myles Murdock

Seconded by: Anita van Hittersum

THAT the members move into closed session to discuss a property matter.
(carried)

Motion FA #61-23

Moved by: Megan Gibson

Seconded by: Sharen Zinn

THAT the members move out of closed session.
(carried)

4. Adjournment: Next meeting: August 16, 2023, at 7:00 pm.

Motion FA #62-23

Moved by: Ed McGugan

Seconded by: Anita van Hittersum

THAT the Members Meeting be adjourned at 7:25pm.



Matt Duncan
Chair



Phil Beard
General Manager / Secretary-Treasurer



October 2023



A Word from Helen



Helen Edwards
SCE Seniors' Health Services Coordinator
hedwards@mapleton.ca

The apples are crisp, and the leaves are starting to display their beautiful fall colours. What better time to indulge in some self-care—a key component of a healthy life? Whether that means getting out for a hike in the great outdoors, having a massage, or being tucked in a blanket while enjoying a steamy cup of tea, I encourage you to allow time this month for the most important person in your life - you! 😊

Speaking about self-care and wellness, how about circling Friday, October 20 on the calendar? This is the day you should head to Drayton PMD arena for our **Health & Wellness Fair** where you will learn more about overall health, fitness, nutrition, and also discover opportunities and ways to stay active, connected and engaged.



If it is beautiful fall weather, it will be a perfect day to drive to Drayton and get out for some fresh country air while enjoying the scenery along the way. If it is cold and rainy, then it will be the perfect day to head to Drayton to spend the day inside with the company of friends and peers. I guess I am trying to say, whatever the weather, do plan to attend our SCE Health & Wellness Fair! (Please see page 3 for all the exciting details.)

Helen



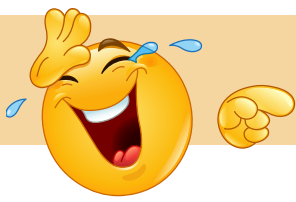
Who is...

- Reliable?
- Available (whenever we ask?)
- Organized?
- Dependable?
- Creative?
- Fun to be around



Why yes, of course—**Doris Cassan**! Special Thanks to our friend, Doris, for doing so much for the Seniors' Centre for Excellence—from facilitating *For the Love of Words*, to teaching us monthly about the fine art of decluttering; for being a great speaker on ZOOM and at dining programs; for often being the last one at an event and helping us clean up; and so much more. We love you. ❤️ ❤️ ❤️ ❤️ ❤️ ❤️ ❤️ ❤️





What did the lips say to the facial muscle?

Answer:
You make me smile.

THE ROLE OF MUSCLE IN HEALTHY AGING

Reprinted with permission from Active Aging Canada



In the past, health experts paid a lot of attention to heart health and its role in longer life. Aerobic fitness improves heart health, and that is still very important. But more and more research is telling us how important muscle strength is to healthy aging.

We have known for a long time that stronger muscles help reduce falls and maintain physical function. Now, a research review shows that 30 to 60 minutes a week of muscle training has many other benefits. It reduces the risk of death from all causes, including cardiovascular disease, some types of cancer, and diabetes.

Why is strength training important as we age?

As we get older, there is a progressive decline in muscle mass. That leads to a loss of strength and function. The term for this is ‘sarcopenia’. Sarcopenia increases the risk of poor health outcomes, including falls, loss of independence, disability, and death from all causes.

What is the best way to increase muscle mass?

Researchers have been looking for the most effective ways to treat sarcopenia. They have found that there are two key factors:

- overall physical activity
- nutritional supplements (especially protein)

Researchers found that a well-rounded exercise program, including both strength and aerobic exercise, was the most effective intervention to treat loss of muscle mass.



Some general guidance on strength training

- Develop a muscle training routine you can do two or three times a week.
- Exercise all the major muscle groups in both the upper and lower body.

Building muscle requires a little effort. Pick a weight that you can lift, pull, or push. Do the exercise 8 to 10 times in a row. This is called repetitions. Start with doing the repetitions for each exercise (a set) once or twice. Wait a few minutes between each set of repetitions. When it starts getting easier, try more repetitions, more sets, or a heavier weight.

I have never done strength training. Where do I get help?

- Join a class or find a personal trainer who has expertise working with older adults.
- This is a great investment for strong muscles and good health!

If you are just beginning and want to learn easy-to-do exercises at home, have a look at these videos from the [National Institute of Aging](#) for [upper](#) and [lower](#) body exercises.

Great News! Mark Your Calendar Now!

The SCE Health & Wellness Fair is coming to Drayton

Everyone is welcome and encouraged to attend the SCE Health & Wellness Fair on Friday, October 20, 10-2:30 pm at the PMD Arena (68 Main St W, Drayton.)

Each attendee at the fair can expect to receive a complimentary swag bag to fill with many resources available at each booth. You will hear about current health information from a variety of healthcare professionals.

Community Paramedics will offer a blood pressure clinic. Registered Dietitian, Paula, from the Minto-Mapleton Family Health Team will share healthy eating advice and tasty samples. Kinesiologist, Sandy, will be offering exercise and activity ideas. Your friends at the VON will share information about their suite of services and we will be showcasing potential volunteer opportunities for anyone interested.

Other examples of agencies and businesses who will be joining us, include the Alzheimer Society, Crimestoppers, Pharmasave, Lifeline, Drayton Entertainment, and the Elora Film Festival. In total there will be more than 25 booths.

We are still working on our lunch menu, but we do know that it will be delicious and definitely appropriate for the fall season. Get ready to savour complimentary soft ice cream and don't forget the Mini-Market featuring local crafts and goods for sale. Make sure you also visit the ever popular bake table featuring smaller packages of yummy baked goods, perfect for smaller households. After all, a healthy life is about everything in moderation.

Ageing is not a time of decline and illness, as the media would have you believe. This chapter of your life sometimes does present challenges, but what chapter of life doesn't? Lucky you! You are in the chapter when you have the time to do what you want, when you want. We wanted our fair to reflect this, so you know that we are also going to have plenty of opportunities to enjoy some plain old-fashioned fun, too.

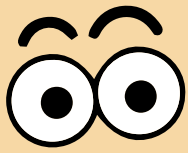
We also have a few surprises in store for you. As mentioned in our previous newsletter, "Good surprises are a gift." And these surprises are good ones!

Make sure you mark October 20 on your calendar and stay tuned for more details. Watch for the new SCE Health & Wellness Brochure, coming soon. We can't wait to see you there!

FREE Workshops:

- **Decluttering with Doris**
 - **Art Therapy with Hospice Wellington**
 - **Waterloo Wellington Older Adult Strategy on Fraud Prevention**
 - **Community Paramedics, ...and more**





In Finland, throwing mobile phones is a sport.

The distance record, to date, is set at 97 meters for men and 40 meters for women.

Tech Tips

Get Charged Up or Not: When Should You Charge Your Smart-Phone?

by Michael Meunier



Smart-Phone batteries, like all batteries, degrade over time. While they should have a lifespan of between three and five years, or between 500 and 1,000 charging cycles, your three-year-old Smart-Phone battery is never going to perform as well as a brand new battery.

A good habit is to keep your battery charged up somewhere between 30% and 90% most of the time. Top it up when it drops below 50%, but unplug it before it hits 100%.

This means some of us might want to change our habit of leaving our Smart-Phone plugged in overnight, since fully charging it to 100% causes the battery to age faster. Consider recharging first thing in the morning instead, so that you can keep an eye on the battery percentage during charging and then unplug it at 90%.

On your Smart-Phone, go to Settings > Battery, then tap Battery Health & Charging.

Information will be displayed about your battery's capacity, peak performance, and whether your battery needs to be serviced.

Name that Animal Mini-Crossword

Solution on Pg. 7

Across:

- The pupils of their eyes are rectangular in shape which gives them excellent eyesight.
- This desert animal is capable of traveling for weeks without water.
- It can spot their prey from the air at a great distance.

Down:

- This graceful African animal can leap more than 10 feet into the air
- A close relative of the llama.
- Males of this species spend 18 to 20 hours a day snoozing, while females get 15 to 18 hours of shut-eye.
- The Largest Mammal.
- It has a special diet comprising poisonous leaves and it doesn't live in social groups.



Hallowe'en Memories



Mary Cain as told to Helen Edwards

It was 1956 and four brave sisters headed out for trick and treating.

Mary, Margaret-Ann, Alice, and Sharon lived in close proximity to a cemetery located near 3rd line and 17th intersection of Tottenham. Because they lived in the country, when they headed out to visit their neighbours for Trick or Treat, they had to pass this local cemetery.

Were the sisters brave or did the call of candy override their fears of walking by the cemetery in the dark? Mary, who was the eldest, remembers that they got quite a stash of candy from their generous neighbours that year. To this day that tradition continues in many places—those who get the fewest children coming to their door for Trick or Treating, tend to give out the most candy.

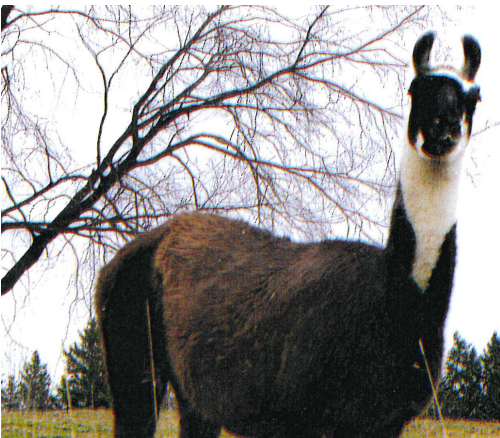
Mary's favourite candies were the Tootsie Rolls and, in 1956, just as today, there was the excitement of receiving their candies, followed immediately by dumping out the bags to examine their sweet treasures.

The excitement of Hallowe'en continued for Mary over the years, when she would take her two children out for Hallowe'en. They loved to dress up, visit the neighbours, and collect sweet Trick or Treat rewards from the neighbours. Keeping with another age-old tradition, after Mary had checked the candy and the children were tucked safely in bed, she would help herself to a couple of her favourites. Naturally, as a mother she was concerned about her children's teeth. That was her story, at least. 😊

Fast forward to today. Mary and her neighbours in her apartment building gather candies and other goodies to share with the neighbourhood children. Whatever is left over is divided amongst the neighbours so they also get to enjoy some Hallowe'en treats. You are never too old to enjoy the excitement of Hallowe'en, it seems!



Pet Corner



Hi, my name is Leroy and before you witty humans ask—my last name is not Brown, it's Parks! I am 11 years young; I live on a farm near MacIntosh Church. I have so many friends. In fact, I am a popular guy. I count amongst my extensive list of friends, sheep, mini ponies, two cats, and my owner—Helen. My days are spent watching over my flock of sheep, keeping them safe from all types of perils. My favourite time of day is when I hear the magical sound of my two scoops of grain being put into my bin.

Life is good when you are a Llama. Just ask Leroy.



What do you call a chicken looking at a bowl of lettuce?

Answer:
Chicken sees a salad.

Recipe of the Month



Salad Dressing

submitted by Linda Campbell

This was my mom's recipe. She made the best potato salad in her special green glass bowl which, by the way, is in my cupboard. Her secret was to make it the night before.

- 1 cup of white sugar
- 2 tsp of dried mustard
- 2 1/2 tbsp of flour
- 1/2 tsp of salt



Mix the above ingredients. Then add two eggs and beat. Add 1 cup of milk, 1 cup of vinegar, 3 tablespoons of water, stirring after each liquid addition. Cook in a double boiler until thick. Delicious!



NOVEMBER 21 Short Films. Two Programs

3rd

4th

5th

- Being extreme when over 80?
- A desert trek with man's best friend
- Hang gliding with birds of prey
- You are "Never too old"
- Crossing a desert in the footsteps of history
- Physically challenged? No problem
- Why stop as you get older? ... and more

Click [HERE](#) for Tickets or call 519-591-0104

Location: The Gorge Cinema, 43 Mill Street West, Elora

Behind the SCENes

I Know. We Apologize.



It's too soon to think about Christmas!

But, at the Seniors' Centre for Excellence we always have to think ahead! That is why we are going to quickly tell you about our **Christmas Stocking Sponsorship** program.

A few people sponsored stockings last year. We matched some seniors who were in need of some Christmas Cheer with some very kind people who prepared individualized Christmas stockings. The SCE took care of the delivery. It was so successful, we thought we would organize it in more detail this year. If you are interested in sponsoring a Christmas Stocking, please let us know. We will have more information on this later.



For more information or to register for any of the Dining Programs, please contact the office at 519-638-1000 or send an email to hedwards@mapleton.ca

DINING PROGRAMS	DATE	TIME /COST	LOCATION	GUEST SPEAKER OR EVENT
Palmerston	Wednesday Oct. 11	12 pm \$20	Palmerston United Church	Minto Women's Institute
Clifford	Wednesday Oct. 25	12 pm \$20	Clifford United Church	Donna McFarlane Recovery Canada
Harriston	Friday Oct. 27	12 pm \$20	Harriston United Church	The Haywards Musical entertainment

Join us for Coffee! 

COFFEE PROGRAMS	DAY	TIME	LOCATION
DRAYTON COFFEE HOUR	Every 2nd Thurs. Oct. 5 & 19	10:30 am	Selah Centre 24 Wood St., Drayton
MOOREFIELD COFFEE & CARDS HOUR	2nd Wed. of the month. Oct. 11	10:30 am	Maryborough Community Centre, 15 Ball Avenue
PALMERSTON COFFEE HOUR	Last Wed. of the month Oct. 25	10 am	James Street United Church 215 James St, Palmerston

Mini -Crossword Solution



The crossword puzzle solution grid is filled with letters and includes small images of animals: a frog, a lizard, a rabbit, a squirrel, a cat, a dog, a raccoon, a cheetah, and a bird.

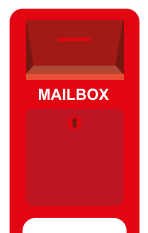


Please, Please, Mister Postman
Is there a letter in your bag for me?

Why's it been a very long time? Oh yeah ...

Sadly, we've had a few newsletters returned so please make sure we have your P.O. Box number, not just your civic address, to guarantee delivery.

We sure don't want you singing the blues!



Making the Most of Your Medical Appointments

Techniques and tips to improve conversations with healthcare providers

Created by

The Older Adult Strategy Community Network



Hosted by: **SENIORS' CENTRE** *for* **EXCELLENCE**

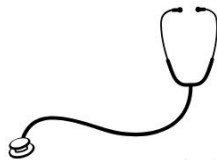
Date: **Tuesday October 31st**

Time: **2 pm**

Location: **Mount Forest Legion**



No registration required



If you have ever left a doctors appointment more confused than when you arrived or if you are unsure of next steps then this workshop is for **YOU**.

Learn how to be **ACTIVE** using the **SPEAK** strategies in the 1 hour workshop presented by **Julie Martin Jansen** from Hospice Wellington.



With host and promoter extraordinaire, Kay Ayres.

& 2022 recipient of the Wellington North Senior of the Year Award,



Waterloo Wellington
Older Adult Strategy
Follow on Twitter @WWOlderAdults



The Seniors' Centre for Excellence

FRIDAY,
OCTOBER 20,
2023

HEALTH & WELLNESS

10 am - 2 pm

fair

...with flair

Free Admission

Everyone Welcome



PMD ARENA HALL

68 Main St W, Drayton, ON N0G 1P0

Join us for:

A great
Health &
Wellness
Fair ✓

20 + agencies
serving our
communities

"Mini
Market"
with great
vendors

Interesting
workshops of
interest to
older adults

Healthy
Snacks & a
Delicious
Lunch



FREE
Swagbags



Door Prizes
&
Giveaways

A few
surprises!



SENIORS' CENTRE *for* **EXCELLENCE**



Older Adult Centres' Association of Ontario
Association des centres pour aînés de l'Ontario

OACAO

The Voice of Older Adult Centres
La voix des centres pour aînés



63

Funding provided by:





ZOOM with us!

Decluttering with Doris

Doris Cassan

Paper Clutter

As paper comes in, it can go into separate files as follows:

1. **Action** (e.g. answer or pay)
2. **Reference** (e.g. appliance manuals, though most are on line now)
3. **Long Term** (e.g. Insurance policies, tax documents)
4. **Memory box** (e.g. children's art, cards)
5. **Time Will Tell** (may require action but time sensitive (e.g. coupons, catalogs)



TUESDAY 10:30 AM ————— **THURSDAY 2 PM**

October 3, 2023

Kay Ayres

On the Road Again...
to Nunavut



October 5, 2023

Andrea Katelnikoff

For the Love of Barbie

October 10, 2023

Ivanka Fear - Local Author

Where is My Husband?
(And other great stories!)

October 12, 2023

To Be Announced



October 17, 2023

Alyson Colton Reg. Dietitian

Cooking with Alyson
Nutritional Advice. Dietary Wisdom

October 19, 2023

ZOOM



*(We're getting ready for the
Health & Wellness Fair)*

October 24, 2023

Kathrine Manjin & Emina Hodzic

H.E.L.P.

Hospital Elder Life Program

October 26, 2023

Annemarie Hagan

Hurricane Hazel



October 31, 2023

Katie Clark - WCMA

Wicked Wellington



For the Love of Words.

- Wednesday, Oct. 18 at 7 pm. Online Creative Writing Group
- New members always welcome. No experience necessary.
- Contact Doris at 4luvwrds@gmail.com for the ZOOM link.

Property Tax Rebate for Low Income Seniors and Low Income Persons with Disabilities



Click here for an **Application Form** or contact the SCE Office for photocopies and forms. Please call first to make an appointment. 519-638-1000



If you want to check out past issues of our Heart & Soul Newsletter Archives, click [HERE](#)



TOWN OF MINTO

MEETING DATE: October 3, 2023
REPORT TO: Mayor and Council
SERVICE AREA: Clerks
SUBJECT: CL 2023-010 - Human Resources Policy Updates

RECOMMENDATIONS:

THAT Council of the Town of Minto receives report CL 2023-010 regarding Human Resources Policy Updates as information;

AND FURTHER THAT Council approves the Employee Business Expense Policy;

AND FURTHER THAT Council endorses the implementation of the Bereavement Leave and Paid Time Off policies as written.

BACKGROUND:

Town staff routinely monitor human resources trends and practices in the public and private sector to ensure that our policies and practices remain up to date and align with our goal to support our employee's wellbeing and make Minto an employer of choice. The Town of Minto has several outdated Human Resource policies that no longer reflect the employment landscape that we are seeing. Potential employees in today's market are looking for increased work-life balance, flexibility, and support from their employers. The Town has already started working towards this with the implementation of the Work from Home and Right to Disconnect Policies in 2022.

COMMENTS:

In 2023, the Senior Management Team has been working towards updating our Human Resource policies in an attempt to entice new staff to join our team when vacancies arise. To date, we have updated our Bereavement Leave, Paid Time Off, and Employee Expense Policies.

Updates to the Bereavement Leave policy introduce a tiered system, aimed at allowing staff the appropriate time to grieve the loss of a loved one, and introduced time off for those who are asked to serve as pallbearer or flower bearer at a service.

The Paid Time Off Policy consolidated the Vacation & Personal Time Policies into one document, outlining a new method for how vacation is accrued through years of service, and was updated to provide new employees with a starting allotment of three (3) weeks, rather than two (2) which is more in line with what we're seeing from other organizations.

The Employee Expense Policy was updated to match the new Council Expense Policy which was approved by this Council on January 10, 2023.

The Town's Delegation of Authority Bylaw 2022-19 provides the Chief Administrative Officer with the authority to "approve and amend Municipal Administrative Policies and procedures related to the administration of employees" and as such, the Bereavement Leave and Paid Time Off Policies have been approved and are being brought forward as information. The Employee Expense Policy is to be approved by Council.

Staff are currently working on updating more policies, including the Retirement Policy, the Banked and Lieu Time Policy, and an Employment of Relatives Policy.

FINANCIAL CONSIDERATIONS:

There are no financial implications arising from this report.

STRATEGIC PLAN:

Demonstrate innovation in all aspects of municipal business acknowledging the importance of training, succession planning, transparency, communication, and team-based approaches to municipal operations.

Ensure the Town provides services and facilities accessible to persons of all abilities in compliance with Provincial regulations keeping in mind the needs of the community, ability to pay and best practices of similar municipalities.

PREPARED BY: Quinn Foerter, Deputy Clerk/Coordinator, Legislative & HR Services

RECOMMENDED BY: Chris Harrow, Interim Chief Administrative Officer
Mark Potter, Interim Chief Administrative Officer

Attachments

- Bereavement Leave Policy
- Paid Time Off Policy
- Employee Expense Policy



Category: Human Resources
Sub-Category: General

Title: Bereavement Policy

Policy Number: TBD
Approved by: Senior Management Team
Administered by: Human Resources
Effective: February 21, 2023

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1. Purpose

The Town of Minto understands that employees require time off work to attend funeral services, grieve in private, and deal with family issues in the event of a death of a family member. It is our intention to ensure that our employees are provided with adequate time to properly take care of their family obligations, while maintaining their employment with the Town of Minto.

2. Application and Scope

This Policy applies to all full-time staff of the Town of Minto. Part Time and Contract employees shall receive bereavement leave in accordance with provisions under the Employment Standards Act, 2000.

3. Guiding Principles

The following guiding principles should be applied with respect to this Policy:

- a) To promote the health, safety, and emotional wellbeing of Town of Minto employees;
- b) To ensure that all Town of Minto employees have appropriate time to grieve the loss of a loved one;
- c) Where an employee is provided with all or part of a day off as Bereavement Leave under this Policy, the day will also be counted as a Bereavement Leave day for the purposes of the Ontario Employment Standards Act, 2000.

4. Mandatory Requirements

4.1 General Guidelines

- a) Under the Employment Standards Act, 2000 (ESA), workers in Ontario are entitled to two unpaid days of bereavement leave per calendar year. However, Town of Minto chooses to offer employees a greater benefit than the ESA requires.

4.2 Roles and Responsibilities

- a) Employees are responsible for:
 - i. Informing their manager that there has been a death in their family, and of the number of days of leave they will be taking.
- b) Managers are responsible for:

- i. Approving an employee's request for Bereavement Leave in accordance with this policy as outlined.

5. Entitlements

5.1 Family Members

- a) The Town of Minto will provide staff with five (5) days of paid bereavement leave in the event of the death of an immediate family member. For the purpose of this policy, immediate family is considered to be:
 - a. Spouse/Common Law Spouse
 - b. Parents
 - c. Children/Stepchildren
 - d. Siblings
 - e. Grandparents
 - f. Grandchildren
- b) The Town of Minto will provide staff with three (3) days of paid bereavement leave in the event of the death of the employee's:
 - a. Parent-in-Law
 - b. Child-in-Law
 - c. Stepparent
 - d. Stepsibling
 - e. Legal Guardian
 - f. Nibling
- c) The Town of Minto will provide staff with two (2) days of paid bereavement leave in the event of the death of the employee's:
 - a. Sibling-in-Law
 - b. Spouse's Grandparent
- d) The Town of Minto will provide staff with one (1) day of paid bereavement leave to allow for attendance at a funeral in the event of the death of the employee's:
 - a. Aunt/Uncle
 - b. First Cousin

5.2 Travel

- a) In the event that the funeral is to be held out of province, or the employee can specify a certain reasonable distance, the Town of Minto will provide staff with one (1) travel day in addition to their bereavement leave.
- b) For the purpose of this policy, a certain reasonable distance will be determined on a case-by-case basis by the employee's Supervisor in consultation with the CAO.

5.3 Pallbearers or Flower Bearers

- a) The Town of Minto will provide employees with one (1) day of paid bereavement leave in the event that they are required to attend a funeral as a pallbearer or flower bearer.

5.4 Extended Leave

- a) Where additional bereavement time is required, an employee may request to use an available accrual (i.e. Vacation, Personal or Banked Time) or request an unpaid leave.
- b) Requests for bereavement leave where an employee does not qualify for leave under this policy will be handled on a case-by-case basis, in consultation with the employee's Supervisor and the Chief Administrative Officer.

6. Eligibility

The Town of Minto reserves the right to inquire as to the name of the deceased and their relationship with the employee and may request documentation to accompany the leave (for example, a copy of the obituary or the name of the funeral home responsible for handling the arrangements).

An employee is not entitled to this benefit if the employee fails to provide the Town with reasonable proof of the death of the member of their family if requested.

7. Monitoring and Compliance

It is the Chief Administrative Officer's responsibility to monitor and ensure staff and department heads are compliant with this policy.

8. Definitions

8.1 **Nibbling** mean the child of one's sibling or sibling-in-law; one's nephew or niece.

9. Reference and Resources

Revision History

Date	Description
February 21, 2023	Approved
February 2025	Next Scheduled Review



Category: Human Resources
Sub-Category: General

Title: Paid Time Off Policy

Policy Number: TBD
Approved by: Senior Management Team
Administered by: Human Resources
Effective: March 13, 2023

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1. Purpose

The Town of Minto understands the importance of personal time off for its employees. Employees are encouraged to use their accrued paid vacation time for rest, relaxation, and personal pursuits. The Town of Minto recognizes that other paid time off may be required from time to time. As such, the purpose of this policy is to explain the standards, guidelines, and procedures for paid time for all employees.

2. Application and Scope

This Policy applies to all staff of the Town of Minto.

3. Guiding Principles

The following guiding principles should be applied with respect to this Policy:

- a) To promote the health, safety, and emotional wellbeing of Town of Minto employees;
- b) To promote a planned approach to vacation scheduling so that employees take an appropriate amount of time off in relation to their earned credits;
- c) To enforce vacation accrual limits in order to manage the Town's financial liability.

4. Mandatory Requirements

4.1 General Guidelines

- a) All employees are encouraged to use their allotted vacation time in full every year. The following policy statements are intended to guide paid vacation procedures for employees.
- b) For vacation purposes, the town of Minto alternative vacation entitlement year spans the company's fiscal year, running January 1 to December 31.
- c) Employees must submit requests for a minimum of 50% of their allotted Vacation Time to their Supervisor prior to March 15th. Any requests received after this date will be approved only at the discretion of the Supervisor, based on the needs of the organization.
- d) Approval of requested Vacation Time will be subject to availability, based on seniority.
- e) Paid vacation time granted to an employee must be used in its totality within six (6) months (June 30) after the end of the vacation entitlement year in which it was earned. Failure to use vacation time by this date will result in the employee being

paid out for any unused time.

- f) Vacation days may be carried over beyond June 30 in extenuating circumstances. These instances will be addressed on a case-by-case basis and require approval from the Chief Administrative Officer.
- g) If an employee's services are terminated, their final pay will be adjusted to reflect vacation and personal credits that were earned but not taken, or credits that were taken and not earned.
- h) Employees are not entitled to accrued vacation during periods of sabbatical or suspension from the municipality.

4.2 Roles and Responsibilities

- a) Employees are responsible for:
 - i. Submitting a written notification of their vacation request at least two weeks in advance. Notification must include departure date, return-to-work date, and the number of vacation days or weeks required. Vacation may only be taken once approval is received from their supervisor or manager.
 - ii. Cooperating with their managers to address excess vacation balances, including establishing plans to reduce balances to within limits in a reasonable period of time.
- b) Managers are responsible for:
 - i. Ensuring that their department is always represented. There must always be one member of each department working.
 - ii. Ensuring continuity of services, and coverage of mandatory tasks. For example, there must always be one Assistant at the front desk, one Building Official in the office, etc.
 - iii. Planning and managing employee vacation time so that their employees have at least one two-week vacation break or two one-week vacation breaks every calendar year.
 - iv. Ensuring that employees request vacation time off in advance using the approved system.
 - v. Ensuring that employees have sufficient vacation credits prior to approving a leave.
 - vi. Monitoring vacation balances for their employees.

4.3 Dispute Resolution

- a) Any conflict among employee vacation requests will be decided based on employee seniority, company needs, and the judgement of the supervisor or manager.
- b) If a mutually acceptable time for vacation cannot be found, the company reserves the right to schedule vacations for employees as a method of ensuring that banked vacation time is used before year-end. The employee will receive at least two weeks' written notice of the start date of their vacation.

5. Entitlements

5.1 Vacation Entitlement

- a) Vacation entitlement is determined by the employee's period of employment upon completion of each entitlement year. As the Town of Minto uses an alternative vacation entitlement year, the employee will be entitled to a pro-rated amount of vacation for the stub period preceding the start of the first alternative vacation entitlement year. In the vacation entitlement years following, the employee will be entitled to their full vacation entitlement.
- b) Employees are entitled to vacation every vacation entitlement year in accordance with the following schedule:

Years of Service	# of Weeks	# of Days
1	3 - Prorated	
2	3	
3	3	
4	3	1
5	3	2
6	3	3
7	3	4
8	4	
9	4	1
10	4	2
11	4	3
12	4	4
13	5	
14	5	1
15	5	2
16	5	3
17	5	4
18	6	

- c) Employees who reach significant milestones after eighteen (18) years of service will receive a bonus week for that year only. These milestone years will be in line with the years of service recognition awards, every five years starting at twenty (20) years.

5.2 Vacation Pay Entitlement for Part Time/Contract Employees

- a) Employees will receive vacation pay in accordance with the following schedule:

Service with the Town	%
Start of Employment – Completion of Seven (7) Years	6%
Start of Year Eight (8) – Completion of Twelve (12) Years	8%
Start of Year Thirteen (13) – Completion of Seventeen (17) Years	10%
Start of Year Eighteen (18)	12%

5.3 Personal Time Entitlement

- a) Full-time employees are entitled to ten (10) personal days per year, to be used at their discretion. It is not necessary to substantiate a reason for taking personal time.
- b) In the first year of employment, Personal Time will be prorated at a rate of 0.83 days per month the employee is employed with the Town of Minto.
- c) Whenever possible, employees are expected to schedule their Personal Days ahead of time to help ensure operational readiness. Employees who are ill will be required to use their personal time in order to cover off the period they are away, or the period prior to when sickness and accident insurance take effect.
- d) Employees are not permitted to carry forward unused personal time from year to year, however any personal time that is not used prior to December 31st in the entitlement year will be paid out at a rate of 100%.

5.4 Injury/Illness During Vacation Period

- a) Employees who end up ill or injured during their approved vacation time will have the option of crediting that time back into their vacation bank and use their personal time instead.

5.5 Bereavement During Vacation Period

- a) Employees who experience the death of a loved one while on approved vacation time will have their bereavement entitlement credited back into their vacation bank.

6. Accrual During Leaves of Absence

6.1 Paid Leaves

- a) Vacation credits will continue to accrue during any paid leave of absence, such as paid sick leave, pregnancy leave, etc. Vacation will also continue to accrue during paid and unpaid portions of parental leave.

6.2 Unpaid Leaves

- a) Vacation credits do not accrue during unpaid leaves of absence that are beyond the average working days in a month (22 days).

6.3 Long Term Disability

- a) Vacation credits accrue in the first six (6) months. Once the employee has exceeded the six (6) month timeline and they are no longer eligible to accrue credits, they will be given the option of being paid out for the vacation credits that they have earned up to that date.

7. Monitoring and Compliance

It is the Chief Administrative Officer's responsibility to monitor and ensure staff and department heads are compliant with this policy.

8. Definitions

8.1 **Vacation Entitlement Year** means the 12-month period over which employee's earn vacation.

8.2 **Standard Vacation Entitlement Year** means a recurring 12-month period beginning on the date of hire.

8.3 **Alternative Vacation Entitlement Year** means a recurring 12-month period chosen by the employer to begin on a date other than the employee's date of hire (e.g., employee hired June 1, but employer establishes alternative vacation entitlement year commencing January 1).

8.4 **Stub Period** means the period between the date of hire and beginning of the first alternative vacation entitlement year or, the period between the end of a standard vacation entitlement year and the beginning of an alternative vacation entitlement year where the employer switches from a standard vacation entitlement year to an alternative vacation entitlement year (e.g. If an employer has chosen an alternative vacation entitlement year that runs January 1 to December 31 and the employee is hired on September 1, the stub period will be September 1 to

December 31).

Vacation entitlement year and stub period will include time the employee spends away from work because of:

- layoff
- sickness or injury
- protected leaves
- any other approved leaves (i.e., where there is no break in the employment relationship)

9. Reference and Resources

References to related By-laws, policies, and administrative directives

- None.

Revision History

Date	Description
March 13, 2023	Approved
March 2024	Next Scheduled Review



Category: Finance
Sub-Category: General

Title: Employee Business Expense Policy

Policy Number: TBD
Approved by: Council
Administered by: Senior Management Team/CAO
Effective: TBD

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1. Purpose

The purpose of this **Policy** is to:

- a) Establish the business rules, guidelines, and processes for claiming and approving employee business expenses incurred by Town staff; and
- b) Ensure expenses incurred are eligible, appropriate documentation is provided, and required approvals obtained.

2. Application and Scope

This Policy applies to all permanent, temporary and contract Town staff who incur business related expenses on behalf of the Town.

2.1. Exceptions

This Policy does not apply to:

- a) Elected Officials, (see **Council Expense Policy**);
- b) Appointed members of local boards and committees;
- c) Online or in-house training; and
- d) Personal expenses incurred for goods and services for non-Town business.

3. Outcomes

- 3.1 The Town will pay the cost of all eligible expenses incurred by employees while travelling on town business;
- 3.2 Any reimbursement by the Town of eligible business expenses will be prudent, fiscally responsible, and within budgeted allocations; and
- 3.3 Employees will make the most economical and practical arrangements when incurring valid and approved expenses, including business travel with authorized pre-approval by the appropriate level of management where applicable.

4. Guiding Principles

4.1 Accountability

- a) Town staff are stewards of Town resources and are ultimately accountable to the public for the type and level of expenses they incur;

- b) Eligible expenses must be reasonable and be for business purposes only;
- c) Reimbursement of an expense should not result in staff receiving any product, service, or asset for personal use, gain, or benefit.

4.2 Compliance

- a) Eligible expenditures should be administered in accordance with policies and procedures of the Town, including all purchasing and procurement policies as set out in the Town's Purchasing By-law; and
- b) All accounting, audit, and Income Tax Act principles and rules must be followed.

5. Mandatory Requirements

5.1 General Guidelines

5.1.1 Staff reimbursement claims for expenses must follow basic accounting and auditing principles:

- a) Expenses must be related to the business of the Town and the advancement of the Town's approved strategic goals and objectives or the professional development of an employee;
- b) Staff or the Town must directly incur the expense. Expenses incurred by third parties cannot be claimed;
- c) Staff must provide proper documentation, where procedures require, including detailed original receipts, invoices, or e-bills for all expense claims;
- d) The purpose of the expense and attendees must be provided on the reverse side of the invoice or receipt;
- e) Invoices must include a description of the goods purchased or services rendered, the cost, taxes and HST registration number, if applicable;
- f) In the case where the receipt / invoice shows the name of the establishment or company providing the service as a numbered company, the operating name of the establishment must be provided;
- g) Travel and Education expenses must be submitted for approval within 30 calendar days of returning from the event;

- h) For meal and mileage submissions, adhere to timelines provided by Finance; and
- i) If staff submit reimbursement claim for prior fiscal year(s), CAO approval is required.

5.1.2 Where a business meal or function is conducted to include only the staff of one department, the senior staff person in attendance shall pay the actual bill for the meal or function.

5.1.3 Where a business meal or function is conducted to include staff from more than one department, the senior staff person from the hosting department shall pay the actual bill for the meal or function.

5.1.4 Alcohol can only be purchased or provided as a matter of hospitality or protocol while conducting Town business if:

- a) The meeting involves third parties (ie non-Town), external agencies or organizations; and
- b) Pre-approved by the CAO.

No alcohol expense will be paid by Town funds for any meeting that is attended by only Town staff. Any alcohol consumed will be at the attendees' own expense, cannot be claimed as an eligible expense and will not be reimbursed.

5.1.5 The standard permitted gratuity is 15% to 20%. Any gratuity paid over this amount shall be reimbursed to the Town by the employee. In the event automatic gratuity is charged, no further tips in addition to the automatic charge shall be paid by the Town. Any gratuity paid over this amount shall be reimbursed to the Town by the employee.

5.1.6 Employees are encouraged to submit one reimbursement request per month.

5.1.7 Reimbursement / payments will be processed no later than the following month once submission is received.

5.1.8 All payments will be made in CAD based on the currency exchange rates at the transaction time.

5.2 Use of Purchasing Cards ('PCards')

The PCard is the preferred payment method for direct purchases up to and including \$5,000 per transaction of goods, services, and construction.

6. Eligible Expenses

6.1 Business Meals and Internal Meeting Expenses

It may be necessary for staff to hold business and staff meetings to discuss, plan, and make decisions on Town business. Business meals and internal meeting expenses may be incurred, providing they are reasonable and were incurred as a result of conducting Town business.

6.2 Entertainment and Hospitality Expenses

Staff may be required to host meetings or protocol events involving external business contacts related to Town business. Expenses may include receptions, catering services, meeting, and meal expenses at outside locations. Such entertainment or hospitality expenses may be incurred by **Department Head level staff and above only (and staff designated by Department Heads)** providing that the expenses are reasonable and were incurred as a result of conducting Town business.

6.3 Mileage

The Town recognizes that from time to time an employee will be required to use their personal vehicle for Town business. Where an employee is authorized to use their vehicle for Town business, the employee shall be reimbursed for the mileage incurred for Town business on a per kilometre basis as prescribed by the current approved Town per kilometre rate. The nature of costs that are covered by this mileage rate include standard maintenance, repairs, taxes, gas, insurance, and registration fees.

Mileage reimbursement shall be calculated in accordance with the following:

- a) Driving distance utilizing www.google.ca/maps or similar free mapping service.

Staff entitled to a Town leased / owned vehicle as part of the terms and conditions of their employment are not entitled to this mileage allowance.

6.4 Professional Memberships

The Town will pay for or reimburse employees for the cost of individual memberships in professional, trade, and other organizations when:

- a) Membership to the organization is a requirement of the position they occupy; or
- b) Is critical in carrying out the employee's duties; or
- c) Where in the opinion of the CAO, such membership will benefit the employee's job performance and/or the Town.

The Town recognizes the following types of professional membership fees:

- a) Professional fees: are those paid to an accredited body, which requires current membership to retain a recognized professional designation. Examples are fees paid to maintain AMCTO, CPA, CIP and P.Eng. designations;
- b) Obligatory fees: are those paid to a governing body, which allows the individual to perform the required duties in Ontario or Canada; and
- c) Optional association fees: are those paid to organizations or associations which benefit the employee and the Town, through membership.

6.5 Travel and Education

Staff may be required to incur individual travel and education related expenses as a direct result of their attendance at:

- a) External technical skills development programs;
- b) External professional development programs;
- c) Conferences, seminars and other similar training or knowledge sharing events;
- d) Business missions, trade shows and/or research trips; and
- e) Other Town business or other travel at the request of Town Council, the Mayor or the CAO.

Travel expenses shall be reimbursed according to the following guidelines:

6.5.1 Accommodation

The Town will pay for accommodation at the single room rate. All accommodation expenses will be reimbursed based on receipts submitted.

Town staff are not permitted to incur overnight hotel costs for attendance at events that are held within the boundaries of the Greater Toronto Area (“GTA”) with the following exceptions:

- a) A multi-day conference / seminar;
- b) Attendance at evening events when it would be more prudent for staff to stay over than drive home;
- c) Attendance at high profile events such as AMO, ROMA, and FCM conferences and other events attended by members of Town Council.

At minimum, a Department Head must approve overnight hotel costs for attendance at events that are held in the GTA prior to attendance.

6.5.2 Alcohol

Except as provided for in Section 5.1.4, reimbursement for any alcoholic beverages will not be provided.

6.5.3 Incidentals

Incidental expenses must be supported by appropriate receipts or itemized hotel statement of account.

6.5.4 Meals

The Town will reimburse the cost of meals only if they are not included in the cost of registration for a conference / seminar or a third party hosted event as part of the event, program, trade mission, research trip or other function attended away from the Town.

Breakfast and dinner meals are not payable unless the attendee is required to incur hotel costs for an overnight stay.

Meal expenses that are claimed must be calculated from the time of departure to the arrival time of the return trip.

A person covered by this Policy may elect to claim meal expenses either through:

- a) Per diems in lieu of submitting receipts for meal expenses:
 - \$20.00 for breakfast;
 - \$30.00 for lunch; and
 - \$40.00 for dinner

- b) Actual costs supported by detailed receipts (up to per diem amounts noted above - \$90 max);
- c) In limited circumstances for travel outside of Canada, where a meal expense is higher than the per diem amounts noted above, the actual cost of the meal may be reimbursed to the extent it is fiscally responsible. In these situations, the claim for meal reimbursement must be accompanied by an itemized detailed receipt and an explanation for exceeding the per diem amounts.

6.5.5 Registration

Program or Conference registration fees shall be paid based solely on the registration rates provided by the event organizers and supported by proper documentation in accordance with the Section 5 of this Policy.

Unless approved by the CAO, registration fees will not be paid for optional social events such as golf, excursions, or fitness centres, etc.

6.5.6 Transportation and Mileage

The Town will pay air or train fare based on receipts submitted to a maximum of the regular economy fare rate.

Should a person covered by this Policy elect to drive to a destination that is greater than 300km from Minto in lieu of travelling by air/train, the Town will reimburse expenses incurred enroute while driving, including receipted accommodation expenses, meals (per diems or receipts), and rental vehicle charges or mileage charges for use of a personal vehicle provided that all such charges as set out in this paragraph do not exceed the cost of regular economy fare.

The mileage reimbursement shall be calculated based on the driving distance utilizing www.google.ca/maps or similar free mapping service. Mileage rates will be based on the approved mileage rates in effect at the time of travel.

Ground transportation (taxis, buses, subway, airport shuttles, airport limousines, parking, etc.) will be reimbursed based on receipts submitted.

6.5.7 Travel Overnight / Day Off

If a person covered by this Policy is required to travel overnight or on their day off, they may claim:

- a) Time in lieu at straight time for any time they spend driving to the location.

7. Approval Requirements

7.1 Travel and Education

Travel Location	Attendee	Minimum Approval Required
Within Ontario	Department Staff	Department Head
Outside Ontario and within Canada	All Staff	CAO
Outside Ontario and within Canada	CAO	Mayor
Outside Canada	All Staff	CAO
Outside Canada	CAO	Mayor

7.2 Hospitality and Entertainment

Person Who Incurred Expense	Minimum Approval Required
Department Staff	Not permitted to incur expense
Department Head	CAO
CAO	Treasurer / Deputy Treasurer

7.3 All Other Expenses

Person Who Incurred Expense	Minimum Approval Required
<u>Mileage</u> Department Staff	Supervisor
<u>All other employee expenses</u> Department Staff	Department Head
Department Head	CAO
CAO	Treasurer / Deputy Treasurer

8. Roles and Responsibilities

8.1. Finance:

- a) Provide advice and direction on the interpretation and application of this Policy;
- b) Monitor compliance and follow up on those claims not in compliance;

- c) Reimburse individuals in a timely manner; and
- d) Resolve disputes.

8.2. Supervisor or Department Head

- a) Ensure employees are in compliance with the rules and requirements of this Policy and take appropriate corrective actions when required;
- b) Ensure expenses were incurred only in the performance and benefit of Town business; and
- c) Verify funds are available within the approved budget.

8.3. Employee

- a) Comply with rules and requirements outlined in this Policy when submitting expense documents;
- b) Exercise integrity and good business judgement when incurring expenses;
- c) Physically be in attendance for the full duration of the approved event for which a reimbursement is being claimed; and
- d) Submit required documentation including detailed receipts.

9. Monitoring and Compliance

It is the direct Supervisors responsibility to monitor and ensure their respective staff's compliance with this overall Policy.

In addition, all expense claims submitted under this Policy are subject to random verification of compliance by Finance staff.

9.1 Consequences of Non-Compliance

Failure to follow this Policy may result in:

- a) Processing and reimbursement delays;
- b) The staff member being required to be personally responsible for expenses incurred;
- c) The staff member being required to utilize vacation days for days in attendance at an unapproved event; and

- d) Loss of employee expense privileges and/or disciplinary actions up to and including termination.

9.2 Dispute Resolution

Disputes shall be resolved as follows:

- a) Department Heads shall resolve disputes arising within their own departments; and
- b) The Treasurer and/or CAO shall resolve disputes that cannot otherwise be resolved.

10. Definitions

10.1. **CAO** mean the Town's Chief Administrative Officer appointed by By-law.

10.2. **Department** means a department with a Department Head.

10.3. **Department Head** means the head of an operating Department

10.4. **Incidentals** means expenditures for reasonable out of pocket expenses for gratuities, parking, internet/wifi, ground transportation, etc.

10.5. **Mileage** means a fixed allowance per kilometre for the use of a personal vehicle which recognizes the expenses associated with operating a personal vehicle (e.g. gas, insurance, repairs, and maintenance).

10.6. **Per Diem** means a fixed allowance for which no receipts are required.

10.7. **Receipt** means a document received from a vendor that itemizes and describes all items purchased.

10.8. **Supervisor** means staff that may have financial responsibility for monitoring operating or capital accounts as determined by the Department Head.

10.9. **Treasurer** means the Treasurer of the Corporation appointed by By-law.

11. Reference and Resources

References to related By-laws, policies, and Policies

- Code of Conduct, Accountability and Transparency and Fiscal Accountability
- Council Expense Policy

Revision History

Date	Description
TBD	Approved
2026	Next Scheduled Review

DRAFT



TOWN OF MINTO

MEETING DATE: October 3, 2023
REPORT TO: Mayor and Council
SERVICE AREA: Finance
SUBJECT: FIN 2023-014 – Section 357 and 358 Applications

RECOMMENDATIONS:

THAT Council of the Town of Minto receives report FIN 2023-014 regarding Section 357 and 358 Applications and that these adjustments be approved.

BACKGROUND:

Section 357 and 358 of The Municipal Act, S.O. 2001, c. 25, as amended are submitted to the Municipal Property Assessment Corporation (MPAC) for several reasons including fire loss, demolitions, mobile unit removed and gross or manifest errors.

COMMENTS:

The attached list is for the 2021, 2022 and 2023 taxation years and is the result of accessory structures, a commercial building and single-family dwelling homes being demolished.

FINANCIAL CONSIDERATION:

The Town of Minto bears the cost of its share of these tax reductions, while the portions relating to the County of Wellington and the related School Boards are charged back to these bodies.

STRATEGIC PLAN:

Manage Town finances in a transparent and fiscally responsible manner using a wide variety of accepted methods such as maintaining healthy reserves, investing conservatively, sensible user fees, property tax control, and responsible borrowing.

PREPARED BY: Tawnya Robertson, Revenue Coordinator
REVIEWED BY: Gordon Duff, Treasurer
RECOMMENDED BY: Mark Potter, Interim Chief Administrative Officer

Attachment - 357 Application to Council

TOWN OF MINTO

Section 357 / 358

September 2023

Roll Number	Assessment Change	Effective Date				
			General	County	School Board	Total
2341 000 001 08000	FT decreased by -2000 Buildings Removed	Jan 1- Dec 31, 2023	\$ (415.83)	\$ (511.99)	\$ (118.89)	(1,046.71)
2341 000 001 08700	FT decreased by -34,000 Barn Removed	Jan 27- Dec 31, 2023	\$ (42.25)	\$ (52.02)	\$ (12.08)	(106.35)
2341 000 003 01310	RT decreased by -85,000 SFD Removed	Apr 12- Dec 31, 2023	\$ (329.02)	\$ (405.11)	\$ (94.06)	(828.19)
2341 000 004 08210	FT increased by -46,000 RT decreased by -42,100 Property Class Change	Jan 1- Dec 31, 2021	\$ (168.20)	\$ (196.39)	\$ (48.31)	(412.90)
2341 000 004 08210	FT increased by -46,000 RT decreased by -42,100 Property Class Change	Jan 1- Dec 31, 2022	\$ (165.57)	\$ (200.39)	\$ (48.31)	(414.27)
2341 000 004 16100	FT decreased by -125,000 Barn Removed	Jan 1- Dec 31, 2023	\$ (167.24)	\$ (205.92)	\$ (47.81)	(420.97)
2341 000 004 16100	FT decreased by -71,000 Barn Removed	Feb 1- Dec 31, 2023	\$ (86.92)	\$ (107.03)	\$ (24.85)	(218.80)
			(1,375.03)	(1,678.85)	(394.31)	(3,448.19)

RT - Residential

FT- Farm



TOWN OF MINTO

MEETING DATE: October 3, 2023
REPORT TO: Mayor and Council
SERVICE AREA: Finance
SUBJECT: FIN 2023-015 – Minutes of Settlement and Assessment Adjustments

RECOMMENDATIONS:

THAT Council of the Town of Minto receives report FIN 2023-015 regarding Minutes of Settlement and Assessment Adjustments and that these adjustments be approved.

BACKGROUND:

Under Section 40 (20) of the Assessment Act, The Town of Minto is required to amend the assessment roll with regard to decisions made by the Assessment Review Board (ARB) under actions brought to the Board under the following circumstances:

- their current value assessment is too high.
- updated structure data which changed their assessment.
- their property classification is incorrect; or
- if a property has more than one property class, the portion that is attributable to each class is incorrect.

The Town is also required to approve adjustments made as Advisory Notices of Adjustment (ANAs) under Sections 19.1 (5) and (7) of the Assessment Act and as Post Roll Amended Notices (PRANs) under Section 32 (1.1) of the Assessment Act. These ANAs and PRANs could result in decreased tax levies due to changes in assessments. The effects of these changes may affect the phase-in amounts of these assessments.

Requests for Reconsideration occur when a taxpayer asks the Municipal Property Assessment Corporation (MPAC) to review an assessment. If successful, Minutes of Settlement are issued to the Town and the appropriate adjustments are made after Council approval.

The Farm Forestry Exemption (FFE) is a tax exemption designed to protect wooded areas. Farmers with a farm property or farm property holdings with wooded areas not used directly in the farm operation may qualify for the FFE. In the 2021 Fall Economic Statement, the Province stated its intent to increase the limit on the tax exemption for farm woodlots from 20 to 30 acres to keep pace with the growth of farm sizes. Previously, the tax exemption applied to one acre of forested land for every 10 acres of farmland and could not exceed 20 acres in any one municipality. The changes were enacted with the Bill 43 amendment to section 3(1)19 of the *Assessment Act* to allow the Minister of Finance to prescribe a higher number of acres. O. Reg 230/22 was filed to increase the acreage maximum per farm property owner in a municipality from 20 to 30 acres, effective January 1, 2023. As a result of this legislative change, property owners may qualify for a tax exemption on up to 30 acres of forested land in any one municipality. Eligible farm properties may require changes to

classification or tax liability. Property owners that will have an increase to their property's eligible FFE acreage should have received a Special Amended Notice (SAN) from MPAC in March 2023, indicating a change to the property's eligible acreage and classification. All properties eligible for an FFE will receive a Property Assessment Notice in December 2023, effective for the 2024 property tax year.

COMMENTS:

Attached is a listing of adjustments from the above-mentioned sources which have been received in our office. These assessment changes deal with properties that have had factual, data and structure corrections and tax classification changes.

FINANCIAL CONSIDERATION:

The Town of Minto bears the cost of its share of these tax reductions, while the portions relating to the County of Wellington and the related School Boards are charged back to these bodies.

STRATEGIC PLAN:

Manage Town finances in a transparent and fiscally responsible manner using a wide variety of accepted methods such as maintaining healthy reserves, investing conservatively, sensible user fees, property tax control, and responsible borrowing.

PREPARED BY: Tawnya Robertson, Revenue Coordinator
REVIEWED BY: Gordon Duff, Treasurer
RECOMMENDED BY: Mark Potter, Interim Chief Administrative Officer

Attachment – Minutes of Settlement to Council 2023

TOWN OF MINTO

Minutes of Settlement

September 2023

Roll Number	Assessment Change	Effective Date				
			General	County	School Board	Total
Minutes of Settlement						
23 41 000 002 22000	FT of 10,600 removed JT of 33,400 removed Tax class change, updated site and structure data	Jan 1 - Dec 31, 2020	(443.98)	(508.78)	(331.37)	(1,284.13)
23 41 000 002 22000	FT of 10,600 removed JT of 33,400 removed Tax class change, updated site and structure data	Jan 1 - Dec 31, 2021	(441.13)	(515.07)	(297.97)	(1,254.17)
23 41 000 002 22000	FT of 10,600 removed JT of 33,400 removed Tax class change, updated site and structure data	Jan 1 - Dec 31, 2022	(434.24)	(525.56)	(297.97)	(1,257.77)
23 41 000 002 22000	FT of 10,600 removed JT of 33,400 removed E of 50,800 added Tax class change, updated site and structure data	Jan 1 - Dec 31, 2023	(444.24)	(546.99)	(298.28)	(1,289.51)
2341 000 004 08210	RT of 37,800 removed FT of 33,700 added E of 10,100 added Tax classification correction	Jan 1 - Dec 31, 2020	(157.20)	(193.56)	(44.94)	(395.70)

Amended Property Assessment Notice						
2341 000 007 00110	RT of 1,442,000 removed Change in legal description resulted in change to the roll number	Jan 1 - Dec 31, 2021	(7,717.08)	(9,501.91)	(2,206.26)	(19,425.25)

Tax Incentive Program						
2341 000 002 04400	FT of 656,300 added RT of 656,300 removed Approved into Farm Class Tax Rebate Program	Jan 1 - Dec 31, 2023	(1,042.36)	(1,283.45)	(298.00)	(2,623.81)
2341 000 002 04450	FT of 673,600 added RT of 815,000 removed E of 141,400 added Approved into Farm Class Tax and Conservation Land Rebate Program	Jan 1 - Dec 31, 2023	(38.54)	(47.45)	(11.02)	(97.01)
2341 000 002 08900	FT of 259,700 added RT of 259,700 removed Approved into Farm Class Tax Rebate Program	Jan 1 - Dec 31, 2023	(1,828.22)	(2,134.70)	(525.10)	(4,488.02)
2341 000 002 09200	FT of 414,800 added RT of 414,800 removed Approved into Farm Class Tax Rebate Program	Jan 1 - Dec 31, 2023	(1,664.89)	(2,049.96)	(475.98)	(4,190.83)
2341 000 002 10650	FT of 9,600 added RT of 9,600 removed Approved into Farm Class Tax Rebate Program	Jan 1 - Dec 31, 2023	(792.26)	(925.07)	(227.55)	(1,944.88)

2341 000 002 14900	FT of 139,000 added RT of 139,000 removed Approved into Farm Class Tax Rebate Program	Jan 1 - Dec 31, 2023	(557.91)	(686.95)	(159.50)	(1,404.36)
2341 000 002 21200	FT of 561,700 added RT of 561,700 removed Approved into Farm Class Tax Rebate Program	Jan 1 - Dec 31, 2023	(2,254.52)	(2,775.95)	(644.55)	(5,675.02)
2341 000 002 22800	FT of 599,700 added RT of 599,700 removed Approved into Farm Class Tax Rebate Program	Jan 1 - Dec 31, 2023	(2,407.04)	(2,963.74)	(688.15)	(6,058.93)
2341 000 003 02950	FT of 56,300 added RT of 56,300 removed Approved into Farm Class Tax Rebate Program	Jan 1 - Dec 31, 2023	(225.98)	(278.23)	(64.61)	(568.82)
2341 000 003 07400	FT of 287,400 added RT of 287,400 removed Approved into Farm Class Tax Rebate Program	Jan 1 - Dec 31, 2023	(1,153.54)	(1,420.34)	(329.79)	(2,903.67)
2341 000 003 08700	FT of 169,400 added RT of 169,400 removed Approved into Farm Class Tax Rebate Program	Jan 1 - Dec 31, 2022	(666.22)	(806.33)	(194.38)	(1,666.93)
2341 000 003 08700	FT of 208,900 added RT of 208,900 removed Approved into Farm Class Tax Rebate Program	Jan 1 - Dec 31, 2023	(838.47)	(1,032.40)	(239.72)	(2,110.59)
2341 000 003 12302	Exempt of 65,100 added RT of 65,100 removed Approved into Farm Tax Incentive Program	Jan 1 - Dec 31, 2023	(261.29)	(321.73)	(74.70)	(657.72)
2341 000 003 13045	Exempt of 37,200 added RT of 37,200 removed Approved into Conservation Land Tax Incentive Program	Jan 1 - Dec 31, 2023	(210.93)	(245.13)	(56.92)	(512.98)
2341 000 003 15709	Exempt of 179,700 added RT of 179,700 removed Approved into Conservation Land Tax Incentive Program	Jan 1 - Dec 31, 2023	(961.69)	(1,184.12)	(274.94)	(2,420.75)
2341 000 003 16765	Exempt of 56,400 added RT of 56,400 removed Approved into Conservation Land Tax Incentive Program	Jan 1 - Dec 31, 2023	(301.83)	(371.64)	(86.29)	(759.76)
2341 000 003 17605	Exempt of 193,700 added RT of 193,700 removed Approved into Conservation Land Tax Incentive Program	Jan 1 - Dec 31, 2023	(1,036.61)	(1,276.37)	(296.36)	(2,609.34)
2341 000 004 07170	FT of 560,000 added RT of 560,000 removed Approved into Farm Class Tax Rebate Program	Jan 1 - Dec 31, 2023	(2,247.69)	(2,767.54)	(642.60)	(5,657.83)
2341 000 004 07400	FT of 185,900 added RT of 185,900 removed Approved into Farm Class Tax Rebate Program	Jan 1 - Dec 31, 2023	(746.15)	(918.73)	(213.32)	(1,878.20)
2341 000 004 07500	FT of 1,332,300 added RT of 1,332,300 removed Approved into Farm Class Tax Rebate Program	Jan 1 - Dec 31, 2023	(5,347.50)	(6,584.30)	(1,528.82)	(13,460.62)

2341 000 004 14902	FT of 31,400 added RT of 31,400 removed Approved into Farm Class Tax Rebate Program	Jan 1 - Dec 31, 2023	(126.03)	(155.18)	(36.03)	(317.24)
2341 000 004 15800	FT of 429,400 added RT of 429,400 removed Approved into Farm Class Tax Rebate Program	Jan 1 - Dec 31, 2023	(1,723.50)	(2,122.12)	(492.73)	(4,338.35)
Farm Forestry Exemption (FFE)						
2341 000 001 03300	FT of 17,500 removed E of 53,500 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(23.41)	(28.83)	(6.69)	(58.93)
2341 000 001 03400	FT of 600 removed E of 2,600 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(0.80)	(0.99)	(0.23)	(2.02)
2341 000 001 05200	FT of 8,900 removed E of 26,900 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(11.91)	(14.66)	(3.40)	(29.97)
2341 000 001 05500	FT of 14,300 removed E of 50,300 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(19.13)	(23.56)	(5.47)	(48.16)
2341 000 001 05700	FT of 17,500 removed E of 66,500 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(23.41)	(28.83)	(6.69)	(58.93)
2341 000 001 06550	FT of 10,700 removed E of 39,700 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(14.32)	(17.63)	(4.09)	(36.04)
2341 000 001 07400	FT of 7,200 removed E of 62,200 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(9.63)	(11.86)	(2.75)	(24.24)
2341 000 001 07700	FT of 2,200 removed E of 7,200 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(2.94)	(3.62)	(0.84)	(7.40)
2341 000 001 07800	FT of 1,800 removed E of 4,800 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(2.41)	(2.97)	(0.69)	(6.07)
2341 000 001 07900	FT of 8,500 removed E of 25,500 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(11.37)	(14.00)	(3.25)	(28.62)
2341 000 001 08801	FT of 13,900 removed E of 79,900 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(18.60)	(22.90)	(5.32)	(46.82)
2341 000 001 09200	FT of 77,000 removed E of 77,000 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(103.02)	(126.85)	(29.45)	(259.32)
2341 000 001 09300	FT of 17,700 removed E of 53,700 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(23.68)	(29.16)	(6.77)	(59.61)
2341 000 001 10100	FT of 1,100 removed E of 4,100 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(1.47)	(1.81)	(0.42)	(3.70)
2341 000 001 10410	FT of 15,400 removed E of 67,400 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(20.60)	(25.37)	(5.89)	(51.86)
2341 000 001 11200	FT of 38,600 removed E of 59,600 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(51.64)	(63.59)	(14.76)	(129.99)
2341 000 001 11300	FT of 12,900 removed E of 21,900 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(17.26)	(21.25)	(4.93)	(43.44)
2341 000 001 12700	FT of 6,300 removed E of 74,300 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(8.43)	(10.38)	(2.41)	(21.22)
2341 000 001 13200	FT of 30,700 removed E of 58,700 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(41.07)	(50.57)	(11.74)	(103.38)

2341 000 001 13500	FT of 1,000 removed E of 20,000 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(1.34)	(1.65)	(0.38)	(3.37)
2341 000 001 13700	FT of 10,100 removed E of 0 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(13.51)	(16.64)	(3.86)	(34.01)
2341 000 001 14250	FT of 1,300 removed E of 9,300 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(1.74)	(2.14)	(0.50)	(4.38)
2341 000 001 14500	FT of 5,300 removed E of 14,300 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(7.09)	(8.73)	(2.03)	(17.85)
2341 000 001 14900	FT of 3,300 removed E of 11,300 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(4.42)	(5.44)	(1.26)	(11.12)
2341 000 001 15800	FT of 2,400 removed E of 5,400 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(3.95)	(3.21)	(0.92)	(8.08)
2341 000 001 16200	FT of 4,300 removed E of 13,300 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(5.75)	(7.08)	(1.64)	(14.47)
2341 000 001 16300	FT of 1,400 removed E of 2,400 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(1.87)	(2.31)	(0.54)	(4.72)
2341 000 001 16700	FT of 4,400 removed E of 14,400 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(5.89)	(7.25)	(1.68)	(14.82)
2341 000 002 00900	FT of 100 removed E of 3,100 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(0.13)	(0.16)	(0.04)	(0.33)
2341 000 002 01000	FT of 15,800 removed E of 80,800 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(21.14)	(26.03)	(6.04)	(53.21)
2341 000 002 01100	FT of 4,900 removed E of 13,900 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(6.56)	(8.07)	(1.87)	(16.50)
2341 000 002 01200	FT of 5,200 removed E of 18,200 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(6.96)	(8.57)	(1.99)	(17.52)
2341 000 002 01300	FT of 6,200 removed E of 18,200 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(8.30)	(10.21)	(2.37)	(20.88)
2341 000 002 01400	FT of 2,500 removed E of 7,500 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(3.34)	(4.12)	(0.96)	(8.42)
2341 000 002 01700	FT of 40,000 removed E of 119,000 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(53.52)	(65.89)	(15.30)	(134.71)
2341 000 002 01800	FT of 82 removed E of 82 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(0.11)	(0.14)	(0.03)	(0.28)
2341 000 002 02400	FT of 2,900 removed E of 6,900 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(3.88)	(4.78)	(1.11)	(9.77)
2341 000 002 03010	FT of 4,100 removed E of 11,100 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(5.49)	(6.75)	(1.57)	(13.81)
2341 000 002 03100	FT of 2,600 removed E of 7,600 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(3.48)	(4.28)	(0.99)	(8.75)
2341 000 002 05600	FT of 3,100 removed E of 17,100 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(4.15)	(5.11)	(1.19)	(10.45)
2341 000 002 05705	FT of 2,500 removed E of 13,500 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(3.34)	(4.12)	(0.96)	(8.42)
2341 000 002 11100	FT of 29,300 removed E of 81,300 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(39.20)	(48.27)	(11.21)	(98.68)

2341 000 002 14101	FT of 4,000 removed E of 59,000 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(5.35)	(6.59)	(1.53)	(13.47)
2341 000 002 14200	FT of 6,000 removed E of 58,000 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(8.03)	(9.88)	(2.30)	(20.21)
2341 000 002 16100	FT of 1,800 removed E of 47,800 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(2.41)	(2.97)	(0.69)	(6.07)
2341 000 002 24800	FT of 3,500 removed E of 25,500 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(4.68)	(5.77)	(1.34)	(11.79)
2341 000 003 01600	FT of 700 removed E of 23,700 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(0.94)	(1.15)	(0.27)	(2.36)
2341 000 003 02600	FT of 6,700 removed E of 26,700 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(8.96)	(11.04)	(2.56)	(22.56)
2341 000 003 02700	FT of 5,500 removed E of 22,500 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(7.36)	(9.06)	(2.10)	(18.52)
2341 000 003 07250	FT of 4,700 removed E of 13,700 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(6.29)	(7.74)	(1.80)	(15.83)
2341 000 003 07600	FT of 15,100 removed E of 27,100 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(20.20)	(24.87)	(5.78)	(50.85)
2341 000 003 08250	FT of 7,300 removed E of 11,300 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(9.77)	(12.03)	(2.79)	(24.59)
2341 000 003 11150	FT of 2,300 removed E of 6,300 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(3.08)	(3.79)	(0.88)	(7.75)
2341 000 003 12100	FT of 7,700 removed E of 8,700 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(10.30)	(12.68)	(2.95)	(25.93)
2341 000 003 12200	FT of 7,000 removed E of 54,000 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(9.37)	(11.53)	(2.68)	(23.58)
2341 000 003 12300	FT of 3,800 removed E of 13,800 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(5.08)	(6.26)	(1.45)	(12.79)
2341 000 003 12600	FT of 2,000 removed E of 52,000 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(2.68)	(3.29)	(0.77)	(6.74)
2341 000 003 14900	FT of 500 removed E of 12,500 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(0.67)	(0.82)	(0.19)	(1.68)
2341 000 003 17300	FT of 300 removed E of 12,300 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(0.40)	(0.49)	(0.11)	(1.00)
2341 000 004 02000	FT of 100 removed E of 17,100 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(0.13)	(0.16)	(0.04)	(0.33)
2341 000 004 05505	FT of 2,000 removed E of 11,000 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(2.68)	(3.29)	(0.77)	(6.74)
2341 000 004 05600	FT of 13,700 removed E of 75,700 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(18.33)	(22.57)	(5.24)	(46.14)
2341 000 004 05700	FT of 8,800 removed E of 63,800 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(11.77)	(14.50)	(3.37)	(29.64)
2341 000 004 08000	FT of 18,700 removed E of 28,700 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(25.02)	(30.81)	(7.15)	(62.98)
2341 000 004 10200	FT of 27,800 removed E of 84,800 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(37.19)	(45.80)	(10.63)	(93.62)

2341 000 004 10500	FT of 1,700 removed E of 27,700 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(2.27)	(2.80)	(0.65)	(5.72)
2341 000 004 11500	FT of 7,800 removed E of 26,800 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(10.44)	(12.85)	(2.98)	(26.27)
2341 000 004 11700	FT of 2,200 removed E of 8,200 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(2.94)	(3.62)	(0.84)	(7.40)
2341 000 004 11900	FT of 2,200 removed E of 10,200 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(2.94)	(3.62)	(0.84)	(7.40)
2341 000 004 12000	FT of 3,100 removed E of 11,100 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(4.15)	(5.11)	(1.19)	(10.45)
2341 000 004 13200	FT of 600 removed E of 45,600 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(0.80)	(0.99)	(0.23)	(2.02)
2341 000 004 14000	FT of 700 removed E of 11,700 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(0.94)	(1.15)	(0.27)	(2.36)
2341 000 004 14200	FT of 6,100 removed E of 28,100 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(8.16)	(10.05)	(2.33)	(20.54)
2341 000 004 15700	FT of 1,500 removed E of 19,500 added Farm Forestry Exemption	Jan 1 - Dec 31, 2023	(2.01)	(2.47)	(0.57)	(5.05)
	Total		(36,916.64)	(45,182.83)	(11,279.37)	(93,378.84)

E- Exempt
FT - Farmland
JT- Industrial New Construction Occupied
RT - Residential

The Corporation of the Town of Minto
By-law No. 2023-061

To confirm actions of the Council of the
Corporation of the Town of Minto
Respecting a meeting held October 3, 2023

WHEREAS the Council of the Town of Minto met on October 3, 2023, and such proceedings were conducted in accordance with the Town's approved Procedural By-law.

NOW THEREFORE the Council of the Corporation of the Town of Minto hereby enacts as follows:

1. That the actions of the Council at its Council meeting held on October 3, 2023, in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting, is hereby adopted, ratified, and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate By-law.
2. That the Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action, or obtain approvals, where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the Corporate Seal of the Town to all such documents.
3. This By-law shall come into force and takes effect on the date of its final passing.

Read a first, second, third time and passed in open Council this 3rd day of October 2023.

Dave Turton, Mayor

Annilene McRobb, Clerk